

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with a candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.



CLOSING DATE : 27 November 16:00

NOTE : Please ensure that you take note of the disclaimer under adverts pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Application with supporting documentation including a signed Z83 form should be emailed to the respective email address. Application sent to incorrect email address will regrettably not be considered. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge, experience and etc) and all required documents attached must be certified a true copy and must be dated. Certification must not be older than six months at the closing date of the advert. (i.e. Educational qualifications, ID Copy and Driver's license). All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 26/04 : **DEPUTY DIRECTOR CORPORATE PAYMENTS REF NO: CFO 20/3/1**
Finance Management Division
Chief Directorate: Accounting
Sub-directorate: Corporate Payments

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Grade 12 certificate plus a three year National Diploma/Bachelor's degree in Financial Management/Management Accounting (NQF level 6/7). Extensive experience in Financial/Budget Management environment with five (5) at an Assistant Director/Manager level. Knowledge: Proficient in financial regulatory frameworks in the Public/Private Sector (Public Finance Management Act, Treasury Regulations). Competencies: Understand and interpret financial prescripts of the Public/Private Sector. Computer literacy, client orientation, problem solving and good communication skills (both verbal and written). Good leadership skills. Accuracy and attention to detail. Interpersonal, initiative, analytical, reasoning.
<u>DUTIES</u>	:	Provide a corporate payments. Oversees execution of transfer payments, foreign payments, telegraphic transfer payments, Adhoc payments and studies at state expenses re-imburements. Collection and summarising of information for financial statements. Obtain data from SITA. Preparation of individual reports per type of payments. Presentation of report to management. Submission of report to National Treasury. Attendance of monthly accounting meeting and attendance payments compliance forum. Representation of DSSRP at meeting on request. Provision of an Accounting and payments service to Defence Intelligence Division. Coordination and distribution of Audit queries received. Management of main ledgers. Management of resources within the corporate payments sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T.T. Nyuswa Tel No: (012) 392 2892/2890
<u>NOTE</u>	:	Application may be submitted electronically via email to: CareerManagement.FMD@dod.mil.za or Rendani.Makungo@dod.mil.za. Please use reference number not post number.
<u>NOTE</u>	:	Finance Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans females, Coloured females, Coloured males and People with disability.
<u>CLOSING DATE</u>	:	27 November 2020
<u>POST 26/05</u>	:	<u>DEPUTY DIRECTOR PERSONNEL PAYMENTS REF NO: CFO 20/3/2</u> Finance Management Division Chief Directorate: Accounting Sub-directorate: Personnel Payments
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All- inclusive salary package) Pretoria
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 12 certificate plus a three year National Diploma/Bachelor's degree in Financial Management/Management Accounting (NQF level 6/7). Extensive experience in Financial/Budget Management environment with five (5) years at an Assistant Director/Manager level. Knowledge: Proficient in financial regulatory frameworks in the Public Sector (Public Finance Management Act, Treasury Regulations). Competencies: Proficient in financial regulatory frameworks in the Public/Private Sector (Public Finance Management Act, Treasury Regulations). Competencies: Understand and interpret financial prescripts of the Public/Private Sector. Computer literacy, client orientation, problem solving and good communication skills (both verbal and written). Good leadership skills. Accuracy and attention to detail. Interpersonal, initiative, analytical, reasoning.
<u>DUTIES</u>	:	Represent Chief Financial Officer, Chief Director Accounting and Directorate Stores, Services and Related Payments. Attending meetings and work session on behalf of DSSRP. Ensure time frames within specific plan is adhered to. Make sure that policies are implemented and adhered to. Ensure the internal financial control measures are in place. Ensure smooth operation and prompt payments of salaries, wages and allowances. Attend HR forums to deal and address salary issues in the department. Handling of all audit queries in terms of salaries. Render

Foreign and Domestic S & T reconciliation service in Department of defence. Render Final Payments service in the department of defence. Render a payroll deduction in department of defence and responsible to amongst others, final payments reconciliation, tax, pension, wages, garnishee orders and personnel allowance administration. Ensure smooth operation of Electronic payments with regards of payroll deductions. Attend electronic payroll deductions to address issues in the environment. Handling and resolving of suppliers and members queries and complaints. Ensure timely implementation of deductions to recover state funds from members. Ensure timely allocation of revenue collected on behalf of the DOD.

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