

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 19 March 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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. 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). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 08/08** : **ANALYST REF NO: OMD/04/21/01**
- SALARY** : R869 007 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Office of the Military Ombud, Pretoria.
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or National Diploma. Legal experience and experience in complaints handling and investigation would be an added advantage. Minimum experience of 5 years' complaints handling, investigation/audit/Labour Law experience at management level equivalent to level 10 or 11 in the Public Service. Special requirements (Skills needed): Investigation,

		interviewing skills, language proficiency, computer skills, analytical and interpretation skills, networking and communication skills, conceptual thinking and planning skills, organizing skills, the ability to foster. Good interpersonal relationships, conflict resolution, analytical thinking, decision making, project management, presentation and facilitation skills, leadership skills, negotiation, conciliation and mediation skills.
<u>DUTIES</u>	:	Investigation of Complaints. Formulation of findings and recommendation. Referral of complaints. Writing of submissions/reports to finalise complaints. Regular reporting and accounting on personal performance. Providing inputs to Investigations and Procedures. Input on Policies and Procedures. The incumbent may from time to time be required to supervise Intake Officers.
<u>APPLICATIONS</u>	:	Department of Defence, Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.
<u>ENQUIRIES</u>	:	Mr B.C. Radebe Tel No: (012) 676-3842/41
<u>POST 08/09</u>	:	<u>ASSISTANT DIRECTOR PERFORMANCE MONITORING AND EVALUATION</u> <u>REF NO: DPSPD/03/21/01</u> Defence Policy, Strategy & Planning Division Chief Directorate: Strategic Management (Departmental Performance Monitoring and Evaluation Directorate) Defence Headquarters
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Diploma/Advanced Certificate Bachelor's Degree/Advanced Diploma NQF Level 6/7. Minimum of 5 years' service in the DOD/Public Service or 5 years' relevant experience at rank level 8 or equivalent, in a role relating to strategic planning, monitoring and evaluation. An understanding of National Government policy priorities, goals and outcomes. Knowledge of Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, Department of Planning Monitoring & Evaluation and National Treasury Guidelines and Circulars, prescripts and relevant legislation. Special requirements (Skills needed): Good research, writing skills, an analytical, communication and report writing. Understanding and interpretation of relevant regulatory frameworks, Acts, Regulations and Policies. Sound understanding of Government planning framework, risk management, and monitoring and evaluation. Excellent end user computer skills in MS Word, MS Excel and MS PowerPoint. Astute programme and project management skills. Must be able to function under pressure and against deadlines. Experience in dealing with planning or strategic issues at least at Divisional level (level 2) or corporate level in the Public Service. Must be able to comply with the security clearance processes of the Department of Defence. Numeracy, innovative individual and thorough to details. Team working, interpersonal relations, analytical, report writing, planning and coordinating skills. Good organisational skills and the ability to deal with databases, presentations and financial matters will be an advantage.
<u>DUTIES</u>	:	Monitoring and Evaluation Planning: Contribute to formulation of applicable performance monitoring and evaluation requirements. Research latest external and corporate documents / reports (ie. SONA, Budget Speech, National Treasury / DPME Guidelines) to provide inputs towards the updating policy, instructions and guidelines. Research new policy developments to provide inputs towards advising corporate level performance management. Provide inputs towards the development and maintenance of an organisation-wide monitoring and reporting framework in line with government-wide monitoring and evaluation systems. Provide inputs towards integrating developed monitoring and evaluation system with Departmental structures. Maintain the corporate database for plans and reports for the directorate. Implement/adhere to DPM&E Standard Operating Procedures. Provide inputs towards the review and updating of processes for information collection. Maintain systems and standards for assessing performance. Provide inputs towards the development of adaptive templates and formats for reporting. Monitoring and Evaluation Coordination: Compile draft DOD Quarterly Performance Report Instruction annually. Compile draft DOD Annual Report Instruction annually. Compile draft Annual Guidelines for non-financial performance reporting for incorporation in the Corporate DPBEC Instruction. Participate in

meetings and engagements with stakeholders. Compile feedback on performance progress to internal and external stakeholders. Provide technical support to stakeholders during planning, workshops and seminars. Participate in co-ordination meetings with KPA facilitators. Monitoring and Evaluation Implementation: Collect, organise and analyse information using data collection and analysis tools. Provide inputs towards appropriateness and validity of performance information. Provide inputs towards the monitoring of activities, outputs and outcomes as per operational plans. Provide inputs towards the analysis of DOD programmes and sub-programmes performance trends. Compile performance review conclusions as per evaluation reports. Provide inputs towards the consolidation of emerging performance factors affecting achievement of organisational objectives. Provide feedback on effectiveness of monitoring systems. Verify performance results. Perform quality control over data. Monitor compliance with reporting guidelines. Provide inputs towards facilitating a theory of change and a results-based approach. Provide inputs towards the formulation of M&E recommendations for improving and enhancement of organisational performance. Keep record of performance trends in comparison to other monitoring outcomes from internal and external assurance providers. Monitoring and Evaluation Reporting: Compile draft Def Sec and DOD Quarterly Performance Reports as well as respective Annual Reports. Capture reports / performance information on PI Database and DPME eQPRS. Provide inputs into the following reports: the DOD Annual Report for tabling in Parliament, Mid-Year Monitoring and Evaluation Reports, Year-End Monitoring and Evaluation Report, DOD Mid-Term Performance Report as well as the DOD End-Term Performance Report. Compile Corporate DOD presentations to the Secretariat Council, DOD Audit Committee and PCD&MV on quarterly performance. Monitoring and Evaluation Information, Communication and Technology Management: Maintain monitoring and evaluation information systems or databases. Update information database with quarterly and annual performance information. Capture DOD quarterly/actual performance information on PI Database and DPME eQPRS. Ensure quality of information on database. Assist with the management of all technology relating to monitoring and evaluation implementation. Updating of all resources on the information library to ensure information is current and accessible. Execute administrative functions of the Directorate: Maintain monitoring and evaluation information systems or databases. Update information database with quarterly and annual performance information. Capture DOD quarterly / actual performance information on PI Database and DPME eQPRS. Ensure quality of information on database. Assist with the management of all technology relating to monitoring and evaluation implementation. Updating of all resources on the information library to ensure information is current and accessible. Provide inputs to strategic, operational planning and related budget of the Directorate. Implement internal control framework for the Directorate. Provide administrative support (HR, Logistics, Procurement, Finance, etc) to the Directorate. Ensure the timely completion of Performance Agreements and Assessments and represent the Deputy Director at applicable meetings and forums.

- ENQUIRIES** : Ms C.E. van den Berg Tel No: (012) 355-5203
- APPLICATIONS** : Department of Defence, Defence Policy, Strategy & Planning Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence, Defence Policy, Strategy & Planning Division, C/C Nossob and Boeing Street, Erasmuskloof (Armcor Building) Pretoria 0001.
- NOTE** : All shortlisted candidates will be subjected to a technical competency exercise with the intention to test relevant technical elements of the post.
- POST 08/10** : **ASSISTANT DIRECTOR REF NO: CFO 21/3/1**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments, Salaries
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting. A minimum of three (3) years relevant working experience in the salaries environment, at a level of Senior State Accountant or

<u>DUTIES</u>	: equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Ability to analyze and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Computer literate spreadsheets (MS Excel), word-processing (MS Word) and presentation packages (PowerPoint). Well-developed presentation skills, report writing skills. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability. Possession of a valid driver's license/military driver's license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.
<u>ENQUIRIES APPLICATIONS</u>	: : : Mr. N.S. Makhani Tel No: (012) 392 2349 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: 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 African males, African females, Indian males, Coloured males and People with disability.
<u>POST 08/11</u>	: <u>SENIOR STATE ACCOUNTANT REF NO: CFO 21/3/2</u> Finance Management Division Chief Directorate: Budget Management Directorate: Budget Management Office SAMHS, SA Military Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R316 791 per annum (Level 08) : Pretoria : Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience in Budget management or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant Budget management experience. Practical exercise to demonstrate IC, Ms Office etc. Financial Management System (FMS) or other financial system. Information Centre qualified and able to draft complex programs in this regard. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or other financial system. Thorough knowledge of computer systems in the Department of Defence/Public sector/Private sector, including MS Word, Ms Office

and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to task finalization. Must be in possession of valid RSA driver's license/Military drivers license and willing and able to travel as and when required. Minimum security clearance of confidential.

DUTIES

: Assisting with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with on site informal audit of Military Health Formation Budget Management Offices as to their compliance to prescripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.

ENQUIRIES

: Mr A.P. Du Pisani Tel No: (012) 367-9075

APPLICATIONS

: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception: Please use reference number not Post number)

NOTE

: 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 African males, African females, Indian males, Coloured males and People with disability.

POST 08/12

: **SENIOR STATE ACCOUNTANT REF NO: CFO 21/3/3**

Finance Management Division
Directorate: Financial Control Services
Sub-directorate: Compliance, Financial Misconduct

SALARY

: R316 791 per annum (Level 08)

CENTRE

: Pretoria

REQUIREMENTS

: Minimum requirements: Grade 12 certificate plus a three year BCom/BCompt degree/National Diploma in Accounting/Finance with accounting and financial as major subjects and at least three years' experience in the financial control/compliance environment or Gr 12 Certificate with finance/accounting subjects and minimum of 7 years' working experience in a Financial Control/Compliance environment. Previous experience in the Supply Chain Management or audit environment will be an advantage. Well-developed verbal and written communication skills. Thorough knowledge of computer systems, specifically Ms Word, Excel and Power Point. Work experience with data base management will be an advantage. Mainframe computer literate, PERSOL/PERSAL and financial reporting and management systems. Ability to effectively and correctly interpret and apply policies and regulations. Analytical and innovative thinking ability and problem solving ability. Ability to compile and draft effective management reports. Loyal and strongly orientated towards teamwork with the ability to operate independently. Must be in possession of a valid drivers license. Willing and able to travel to other units, bases and sections outside Pretoria area at short notice. Minimum security clearance (Confidential).

DUTIES

: Maintain and manage the financial misconduct data base for the DOD. Compile monthly financial misconduct reports. Frequently inter-act with other stakeholders. Analyze and interpret financial misconduct incident reports and audit enquiries submitted to the section. Brief and give guidance to managers in seeking advice on the handling of financial misconduct incidents. Conduct presentations (lectures) on financial misconduct aspects. Assist with the maintenance of the financial misconduct policy. Supply information for the preparation of quarterly, annual and other related reports of the section. Supply a secretarial service to meetings held wrt financial misconduct.

ENQUIRIES

: Ms A. Nkomo Tel No: (012) 355 5830

- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
- NOTE** : 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 African males, African females, Indian males, Coloured males and People with disability.
- POST 08/13** : **SENIOR STATE ACCOUNTANT REF NO: CFO 21/3/4**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Stores, Services & Related Payments
 Sub-Directorate: Supplier Payments
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience. At least three years practical experience in supervisory capacity. Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages, understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.
- DUTIES** : Ensuring timely payment of all invoices. Assisting in the management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance-related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Budgeting and attending the Budget Control Committee. Facilitation of Staffing Boards, analyse and review documents for your manager/supervisor. Assisting in investigating, co-ordination and answering of audit queries. Managing of personnel and performance evaluation as required per prescripts, assets and material resorting under control of this post.
- ENQUIRIES** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. NOTE: Please use reference number not post number.
- NOTE** : 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 African males, African females, Indian males, Coloured males and People with disability.

POST 08/14 : **SENIOR STATE ACCOUNTANT (i.e HUMAN RESOURCE DEVELOPMENT PRACTITIONER) REF NO: CFO 21/3/5**
Financial Management Division
Chief Directorate: Financial Services
Directorate: Finance Support Service, Finance ETD

SALARY : R316 791 per annum (Level 08)
CENTRE : Thaba Tshwane, Pretoria
REQUIREMENTS : Minimum requirements: B degree or three year National Diploma in HR/HRD related field with a minimum of 3 years' experience in executing training and development functions or Gr 12 Certificate with a minimum of 7 years' experience in executing training and development functions. A valid drivers' license. Knowledge: Knowledge of SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Proven ETD related skills/training. Proven computer literacy. Excellent presentation and training skills. Personal attributes: Good interpersonal relationship. Ability to interpret and apply policies and regulations. Ability to work as an individual and in a team. Ability to work under pressure. Be willing to conduct training outside the Pretoria area if requested. Added advantage: Being a CIP trainer, assessor or moderator. Ability to draft and develop course content or a curriculum. Certificate in computer training (office packages). PERSAL/PERSOL certificate. General administrative skills. Supervisory skills.

DUTIES : To execute the prescribed education, training and development (ETD) functions within the Financial Management Division (FMD). To coordinate and facilitate internal training and development programmes, e.g enroll learners, conduct training, assessments, write report, etc. To administrate employees' attendance of training and development programmes, e.g communicate with roles players, arrange venues, etc. To execute administration duties relating to training programmes/courses, e.g developing lesson plans, study materials, reports, certificates, etc. To prepare and implement curricula, lesson plans, SOPs, evaluation documents, etc. To supervise employees attending courses at the Finance ETD Centre. To assist in preparation and implementation of training and development plans. To attend meetings on behalf of the ETD manager if/when requested. Act as a Fin ETD Manager as and when required. To execute assigned administration duties relating to training and development within the FMD.

ENQUIRIES : Ms M. Wehl Tel No: (012) 674 4626/ 4628/9
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : 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 African males, African females, Indian males, Coloured males and People with disability.

POST 08/15 : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/3/6**
Financial Management Division
Directorate: Stores, and Services and Related Payments, Financial Accounting Service

SALARY : R257 508 per annum (Level 07)
CENTRE : (Limpopo) FASC Hoedspruit
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a B Degree or three (3) years National Diploma in finance/accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects and a minimum of three (3) years relevant experience. Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS), MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts.

Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantage: In possession of a valid RSA/Military driver's license.

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage the preparation of medical accounts as well as supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES : Mr T.T. Nyuswa Tel No: (012) 392 2890
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number).

NOTE : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females and people with disability.

POST 08/16 : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/3/7**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services
Motor Accident Claims Section

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus three a year B Degree/National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Permanent RSA citizen, with no criminal record. Must be in the possession of a valid RSA/Military driver' license. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.

DUTIES : Assisting the Supervisor in receiving and registering letters of demand and/or summonses in terms of mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Oudtshoorn, Bredasdorp, Cape Town,

Simons Town, Saldana, Langebaanweg. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES APPLICATIONS : Ms A. Nkomo Tel No: (012) 355 5830

: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : 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 African males, African females, Indian males, Coloured males and People with disability.

CLOSING DATE : 19 March 2021 16:00

POST 08/17 : **PRINCIPLE PERSONNEL OFFICIAL: SUPERVISOR REF NO: D ACQ/19/20/01**
Directorate Human Resource Acquisition

SALARY : R257 508 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A Minimum of Grade 12 (NQF Level 4). Relevant academic qualification will be an advantage. Three to five (3 - 5) years' experience in general Human Resources Management and/or recognised Human Resources courses. Special requirements (Skills needed): Knowledge and understanding of PSAP Staffing processes and procedures. Knowledge and insight in respect of HR legislation pertaining to PSAP appointments. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills, communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).

DUTIES : Check applications for completeness. Record all applications in a relevant register. Request and collect outstanding documents. Provide support in relation to staffing. Provide salary and personnel practice support service to all services. Create member force numbers on PERSOL system. Activate salaries for new employees. Draft appointment and departmental transfer letters. Liaise with external departments.

ENQUIRIES APPLICATIONS : Lt Col Z.W. Shabane/Maj N.C. Vuma Tel No: (012) 339 5397/5032

: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.

POST 08/18 : **RECRUITMENT CLERK REF NO: D ACQ/19/20/02 (X3 POSTS)**
Directorate Human Resource Acquisition

SALARY : R173 703 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12/NQF 4 or equivalent qualification with 1 – 3 years of relevant experience in Human Resource Management. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and insight wrt Human Resource Legislation pertaining to recruitment. Knowledge of PERSOL. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader Public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

ENQUIRIES APPLICATIONS : Capt F.M. Malatji/Lt S.V.L. Mchunu Tel No: (012) 339 5440/5703/5742.

: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001, may also be hand delivered at General Piet Joubert Building, 218 Visagie Street, Pretoria.

- POST 08/19** : **FINANCE CLERK REF NO: CFO 21/3/8**
Financial Management Division, Directorate Finance Support Services, Sub-directorate Contract Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Knowledge and application of the Public Finance Management Act (PFMA), Prescription Act, Treasury Regulations and Regulatory Framework relating to general contract administration/management. Computer literacy (MS Word, Excel and PowerPoint). Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile reports, letters, memoranda, minutes and statistics. Ability to work in team and independently. Trustworthy and reliable, with good interpersonal relations. Receptive to work-related suggestions /ideas and decisive/persevering in respect of task finalisation. Able to handle routine tasks of repetitive nature. Added advantage: Post matric qualification in Finance/Accounting/Law. A minimum of 1 year relevant experience. Being in a position of a valid RSA drivers' license and be able to obtain a Military license within a year.
- DUTIES** : Administering general office tasks. Receive, register and administer new studies and skills contracts. Scrutinise contracts to ensure compliance with applicable policy prescripts and regulations. Maintain internal contract register and filing system. Handle contract related queries. Draft letters, memoranda, signals, minutes and presentations. Assist in the execution and co-ordination of administrative tasks. Manage all equipment, resources, statistics, files and material resorting under the control of this post. Assist with asset scanning and counting. Assist with asset register when required.
- ENQUIRIES APPLICATIONS** : Mr. L.S. Khotle Tel No: (012) 392 2557
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.
- POST 08/20** : **FINANCE CLERK REF NO: CFO 21/3/9**
Directorate: Stores, Services & Related Payments (DSSRP)
Sub-Directorate: Cash Payments, Cash Payment Region 2
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Ability of understanding, interpreting and correctly applying financial policy and prescripts. Basic Accounting skills and knowledge of contract management or State Tender Board regulations and supply chain management process. Must be computer literate and have knowledge of financial management mainframe computer systems, working knowledge of PERSOL/PERSAL as well as the Word Processing (MS Word) and Spread sheets (Excel) micro computer programs. Sound knowledge of the content of the Public Finance Management Act (PMFA) and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes and core processes in the Department of Defence (DOD). Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Ability to effectively function as part of a team, receptive to work-related suggestion/idea, decisive/persevering iro task finalization and able to effectively function under pressure. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal, positive and creative. Permanent RSA citizen with no criminal record. The successful candidate will be required to complete all relevant courses. Added Advantage. Post matric

- qualification in Finance/accounting. A minimum of one year relevant experience. Being in possession of a valid RSA vehicle driver's license.
- DUTIES** : Timely processing of documents for payment. Verification of cash purchase and sundry transactions in accordance with policy prescripts. Drawing of Accountant and Sub-Accountant Approval Schedules. Compilation of Journal transactions, capturing it and verifying it on the Financial Management System (FMS). Performing enquiries on the Central Advance System (CAS). Assisting with the administration of replenishments of Sub Advance Accounts (SAA's) on a daily basis. Assist in compiling accounting reports/statistics. Payment of foreign S & T advances via foreign currency service provider. Administration of payments with regard to local air and bus tickets. Answering of queries concerning accounting aspects with regard to Main Advance Accounts (MAAs) and Sub Advance Account (SAAs). Obtain and provide relative feedback to involved role players. Assisting with general administrative functions and archiving, filing, and safe keeping of all accounting documentation.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392 2916
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.
- POST 08/21** : **FINANCE CLERK REF NO: CFO 21/3/10**
Finance Management Division
Directorate: Stores, Services and Related Payments
Sub Directorate: Medical Payments
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria.
: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate in MS Word and Excel. Proven ability in understanding, interpret and correctly applying of financial policy and prescripts. Basic knowledge of Financial and Accounting processes. Knowledge of medical accounts management, sound knowledge of the Public Finance Management Act and Treasury Regulations. Orientated towards teamwork and able to effectively communicate with other personnel, medical practitioners, South African National Defence Force (SANDF) members and Public Service Act Personnel (PSAP). Receptive to work related suggestions and ideas and persevering in terms of task finalisation. Hard working, loyal and dedicated. Added Advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience.
- DUTIES** : Timely payment of medical invoices. Utilising the Finance Management System (FMS) to correctly process payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Register medical accounts/invoices. Answer enquiries regarding payment of medical accounts/invoices. Do enquiries on PERSOL regarding the medical details of SANDF members. Prepare accounts for payment. Strictly and correctly apply all policy prescripts and regulations regarding the payment of medical accounts. Assist in general office administration, filing, duplicating of documents, collecting and delivering documentation.
- ENQUIRIES APPLICATIONS** : Mr Giqwa Tel No: (012) 392 2823
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White

males, Indian males, Indian females, Coloured females, Coloured males and people with disability.

POST 08/22 : **FINANCE CLERK REF NO: CFO 21/3/11**
Financial Management Division
Chief Directorate: Budget Management Chief Corporate Staff. C Log Financial Management Office

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Pretoria

: Minimum requirements: Grade 12 certificate with finance/accounting related subjects. Computer literate and skilled in MS Word, Excel and Power Point. Knowledge of budget, expenditure control processes and the related programs on the Financial Management Systems (FMS). Being qualified to operate the FMS Information Centre (IC) application and to draft complex programs in this regard would be a strong recommendation. Thorough knowledge of expenditure control processes and related transactions on the FMS is recommended. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Sound mathematical and problem solving ability. Ability to draft and present reports. RSA/ Military Valid driver's license. Willing and able to travel on short notice when required. Team –work, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions or ideas and decisive/ persevering regarding task finalisation. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience.

DUTIES : Keeping roll –call Register up to date. Recording of documents received and the distribution of documents to Sub-Divisions falling under Corporate Staff Budget Manager. Assist in the capturing of budget and expenditure control reports as well as capturing of Financial Authorities (FA) in the system. Answer office telephones. Assist in the preparation of budget management reports for the client. Recording of all assets for all finance officials under CCSFMO.

ENQUIRIES APPLICATIONS : Mr W.J. Botha Tel No: (012) 402 2758
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.

POST 08/23 : **FINANCE CLERK REF NO: CFO 21/3/12 (X3 POSTS)**
Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (S & T sub-section)

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Pretoria

: Minimum requirements: Grade 12 Certificate with Finance/Accounting related subjects. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in the relevant field. A valid RSA/Military driver's license.

- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES** : Ms T. Tshioma Tel No: (012) 392 2245
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).
- NOTE** : Finance Management Division is guided by the principle of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to Africans males, White males, Indian males, Indian females, Coloured females, Coloured males and people with disability.