

DEPARTMENT OF DEFENCE



CLOSING DATE : 11 June 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 19/02 : **ASSISTANT DIRECTOR REF NO: CFO 21/4/2**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Stores, Services and Related Payments (DSSRP)
 Regional Accounting Manager

SALARY : R376 596 per annum(Level 09)
CENTRE : Western Cape Region (Wynberg)

- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Successful completion of the DSSRP Accounting Courses or any accounting courses would serve as a strong recommendation. Understanding/interpretation/application of Financial policies (e.g. Public Finance Management Act, Treasury Regulations, State Tender Board regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL or any other financial System will serve as strong recommendation being in a position of a valid vehicle driver's license. Willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well developed leadership skills. Decisive and persevering in respect of task finalisation.
- DUTIES** : Manage all Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs) within his/her area of responsibility, i.e. Western Cape Region. Manage of all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously.
- 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. 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, Coloured females, Coloured males and People with disability.
- POST 19/03** : **ASSISTANT DIRECTOR REF NO: CFO 21/4/3**
Financial Management Division
Chief Directorate: Accounting
Directorate: Stores, Services and Related Payments (DSSRP)
Regional Accounting Manager
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : KwaZulu-Natal Region (Durban)
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Successful completion of the DSSRP Accounting Courses or any accounting courses would serve as a strong recommendation. Understanding/interpretation/application of Financial policies (e.g. Public Finance Management Act, Treasury Regulations, State Tender Board regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL or any other financial System will serve as strong recommendation. Being in a position of a valid vehicle driver's license. Willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well developed leadership skills. Decisive and persevering in respect of task finalisation.

- DUTIES** : Manage all Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs) within his/her area of responsibility, i.e. KWA Zulu Natal Region. Manage of all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously.
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- POST 19/04** : **ASSISTANT DIRECTOR REF NO: CFO 21/4/4**
Financial Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services (Mobile Assets Accidents Management)
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a three-year National Diploma or B Degree in Financial Management or the related field with finance, management accounting and supply chain management as major subjects. Three (03) years in-depth supervisory experience at a level of Senior State Accountant or equivalent and knowledge of financial, legal and insurance process in the Public Sector/Private Sector. Ability to understand, interpret and correctly apply financial policies and prescripts. Computer literate in MS office software packages. Evidentiary ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidate 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 a possession of a valid RSA/Military driver's license. The successful candidate will be required to complete all the relevant courses and must be willing to travel.
- DUTIES** : Administer and manage payments of civilian claims. Prepare payments of all mobile assets accidents. Maintain mobile assets accidents register. Consolidate and update register on mobile assets accidents. Manage, administrate and report on mobile assets accidents. Submit AFS and IFS inputs for contingent liabilities. Refer debts to DCA for recoveries. Conduct staff visits. Determine course of action to be taken in the best interest of the State (DOD). Liaise, negotiate and arrange consultation with role players for specialised inputs and advice. Frequent interaction with interest groups, experts, attorneys, council panel and assist 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 matters of litigation.
- ENQUIRIES** : Mrs 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. Please use reference number not post number.
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- POST 19/05** : **SENIOR STATE ACCOUNTANT REF NO: CFO 21/4/5**
Finance Management Division
Chief Directorate: Accounting
Directorate: Stores, Services and Related Payments, Medical Payments, (DSSRP)
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Pretoria
: 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. 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. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage.
- DUTIES** : Timely payment of invoices. Managing the preparation of medical accounts, drawing, checking and approve schedules. Checking and approval of journals, compile and draw reports, compile Section Budget, Investigating and following-up of all finance-related irregularities. Verifying payments on FMS and on PERSOL, timely execute all queries emanating from medical suppliers. Respond to all audit queries. Supervising and managing of all personnel under control of this SSA post. Managing administration.
- ENQUIRIES APPLICATIONS** : Mr T.T. Nyuswa Tel No: (012) 392 2890/2892
: 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. Please use reference number not post number.
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- POST 19/06** : **SENIOR STATE ACCOUNTANT REF NO: CFO 21/4/6**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments, Salaries
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Pretoria
: 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. Knowledge in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL/PERSAL mainframe in the Department of Defence (DOD)/Public Service or other similar system used in the Private Sector. Sound reasoning, mathematical and problem solving ability.

Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage.

DUTIES : Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of Chief Accounting Clerks and their subordinates who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Assistant Director Salaries regarding all functions coupled to the post. Coordinating administrating related tasks.

ENQUIRIES : Mr V.S. Mtengwane Tel No: (012) 392 2110

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POST 19/07 : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/4/7**

Finance Management Division
Chief Directorate: Budget Management
Fleet Command Budget Management

SALARY : R257 508 per annum (Level 07)

CENTRE : Simon's Town

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. Sound mathematical and problem solving ability. Thorough working knowledge of all expenditure control transactions. Computer literate in MS Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communications skills. Ability to effectively function as part of a team. Receptive to work-related suggestion and ideas and decisive and persevering regarding task finalization. In possession of valid RSA/ DOD Military vehicles driver's license and willing and able to travel as and when required. Knowledge of Public Finance management Act (PFMA).

DUTIES : Assisting with monitoring and implementation of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as well as preparing budgeting and expenditure control documentations. Assisting with the financial authority process. Assisting in preparing monthly early warning reports for Fleet Budget Manager. Participating in expenditure control committee meetings. Assisting in the preparation of management reports for the Client thorough development of information Centre Reports and graphic presentations. Assisting in executing of budgeting processes as and when require. Assist in preliminary Investigations regarding potential irregularities and compiling of required reports for submitting to Fleet Budget Manager. Managing of all personnel, assets and material resorting under control of this post.

ENQUIRIES : Ms Y. Kweyama Tel No: 021 787 4613

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. Please use reference number not post number.

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Employment Equity target of the Division. Preference will be given to African males, Coloured females, Coloured males and People with disability.

- POST 19/08** : **TRAINING OFFICER REF NO: TRGCOM/11/01/21/01**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Centre for Competence Development Training, Cape Town.
REQUIREMENTS : National Diploma (NQL Level 6) in Human Resource development or Management of Training with minimum of two years 'experience in a training environment, knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, 1994, Public Service Regulations as well as knowledge of other HRD prescripts. Special requirements (Skills needed): Excellent presentation and Facilitation skills, excellent written and verbal communication Skills, planning and Organising Skills, Time Management and ability to work independently as well as part of the team. ETDP Certificates and accreditation as a Compulsory Induction Programme facilitator will serve as an added advantage. Valid Driver's License and willingness to travel. Candidates must be prepared to undergo a practical test.
- DUTIES** : To design and develop outcome-based learning Programmes, Design and Develop Outcome-based Assessments, Design, conduct and Co-ordinate research. Facilitating skills development of learners. Guide and Support learners and evaluate the learning systems.
- ENQUIRIES** : Ms D.M. Patrick Tel No: (021) 590 2784
APPLICATIONS : Department of Defence, Centre for Competence Development Training (Cape), c/o SAS Wingfield, Private Bag X1, Goodwood, 7459 or hand delivered at SAS Wingfield, Naval Base, Jakes Gerwel Drive, Goodwood 7460
- POST 19/09** : **SECRETARY REF NO: TRGCOM/11/01/21/02**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Training Command HQ, Pretoria
REQUIREMENTS : Grade 12 (NQF 4). Previous secretarial experience and related courses will be an advantage. Special requirements (Skills needed): Analytical thinking, computer literate, good communication skills (written and verbal). Good interpersonal relations skills. Effective planning and coordination skills will be beneficial.
- DUTIES** : Establish and maintain an effective diary for the CoSTrg Comd. Manage and coordinate the diary and appointments. Act as receptionist for the CoS office. Manage incoming and outgoing calls and maintain the telephone register. Provide hospitality services to all guests visiting. Administrate the CoS Entertainment allowance. Render an office support and administration function. Perform a variety miscellaneous tasks for the CoS. Keep records of all incoming and outgoing correspondence including files. Ensure that the correct security processes are followed with regards to incoming and outgoing documentation on a daily basis. Ensure the office security is maintained with regard to access to the office of the CoS.
- ENQUIRIES** : Lt Col T.M. Hloka Tel No: (012 355 6713/Ms E. du Preez Tel No: (012) 355 6567.
APPLICATIONS : Applications must be mailed to the Department of Defence, Human Resource Division, Training Command, Private Bag X 161, Pretoria, 0001 or hand delivered at Training Command, Kasteelpark, 1st Floor Buren Building, C/O Nossob and Jochemus, Erasmuskloof.