

DEPARTMENT OF DEFENCE

NOTE

- : 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 clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Must be a South African citizen. Failure to comply with the above instructions will result in applications being disqualified. Applicants 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. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 35/01

- : **DEPUTY DIRECTOR CASH PAYMENTS REF NO: CFO 21/6/1**
Financial Management Division; Chief Director Accounting; Directorate Stores, Services, and Related Payments; Sub-Directorate Cash Payments,

**SALARY
CENTRE
REQUIREMENTS**

- : R733 257 per annum (Level 11) (all-inclusive salary package)
: Pretoria.
: Minimum requirements: Grade 12 Certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of 5 years relevant experience as Assistant Director or equivalent level in a financial environment. Knowledge: Good working knowledge of current government legislation. Ability to manage Human Resources, assets, expenditure and compliance. Knowledge of cash- and supply chain management processes. Experience in administration-related duties/functions. Understanding/interpretation of financial policies (e.g. PFMA, Treasury Regulations, State Tender Board Regulations and contract management) and related processes. Computer literate in MS Office software packages. Valid RSA driver's license. Team player, receptive to suggestions. Well-developed leadership skills. Well-developed verbal- and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero-defect. Decisive and persevering regarding task finalisation and able to work under pressure. Personal profile must facilitate a confidential security clearance. Must be able to travel on short notice domestically and abroad. Skills: Managerial skills and capabilities at senior level. Ability to liaise and communicate at senior management level

DUTIES

- : Assist the Director, Stores, Services and Related Payments in providing a decentralised domestic- and foreign currency cash service, as well as a revenue financial accounting service, in compliance with prescripts and Departmental policies. Facilitate sufficient cash on hand in Advance Accounts and at Cash Offices (domestic and foreign). Monitor/ control/ report on the execution of the Cash, General Accounting and other management functions.

Continuously adapt Departmental Policy on Cash Management. Manage cash related Financial Misconduct incidents. Manage formal Cash Management-related training. Manage commercial bank accounts and advance accounts on the Financial Management System. Manage domestic and foreign cash payment transactions. Manage payments to the appointed travel agent. Manage the cash payments receipts and Sub-Systems of the Financial Management System. Manage cash-related suspense accounts in the books of the Department of Defence. Manage Financial Reporting at interim and financial year end. Manage accounting support to Foreign Operational deployments. Manage the foreign subsistence and travel advance function. Manage the Revenue Accounting function. Sign and countersign journals and telegraphic transfers, after confirming the correctness and validity thereof. Provide cash related advice and assistance to Finance and non-Finance clients on all organisational levels. Ensure effective information management, including the safekeeping of documentation, files and data. Provide strong and disciplined leadership to subordinates and train, guide and develop them. Ensure the effective, efficient and economic management/use of allocated resources (human, capital assets and material). Attend to all cash related audit matters.

- ENQUIRIES APPLICATIONS** : Mr T.T. Nyuswa, Tel No: (012) 392 2890
 : 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, Africans females, Indian males, Coloured females, Coloured males and Persons with Disabilities.
- CLOSING DATE** : 22 October 2021.
- POST 35/02** : **ASSISTANT DIRECTOR VETTING INVESTIGATION REF NO: DI/34/21/01 (X2 POSTS)**
 Directorate: Defence Intelligence (Directorate Vetting)
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum
 : Pretoria.
 : Essential: BA Degree/(Hons) in human social science (NQF 06/07) preferable. Applicants in possession of a three (3) year Degree/Diploma recognised by SAQA in the Field of Social Sciences or related areas may also apply. Special requirements (skills needed): Computer literacy, Ability to analyse information in an objective and decisive manner. Communication skills. Valid code bravo drivers licence. Successful completion of a three (3) to four (4) month vetting course offered by SANDF, SSA or SAPS will be a recommendation. Essential Experience: Proficient in English (read, write, speak). Must be able to obtain a Top Secret Security Clearance before employment. MV. Defence Intelligence Division will not be held liable for any travel and accommodation arrangement for invited candidates.
- DUTIES** : The applicant must be able to: Conducting of fieldwork interviews and documentary enquiries in all areas of vetting investigation (RSA) to collect all relevant information necessary to make vetting decisions. Process and reporting of all relevant information. Effective control of all vetting files. Must be able to provide assistance wrt training of new fieldworkers. Must be able to act as supervisor when required. Must be knowledgeable of general managerial principles. Must have knowledge of the policies of Department of Defence (Defence Intelligence Division) and the broader Intelligence community. Keep record of personal incidents for use in merit assessments. Co-ordinate routine vetting sessions and administrative arrangements. Assist and advice subordinates on analyses, interpretation and reporting. Give formal instruction on different fieldwork techniques, interviewing
- ENQUIRIES APPLICATION** : Ms E. Foster, Tel No: (012) 315-0175
 : Department of Defence, Defence Intelligence, Private Bag x367, Pretoria, 0001. (278 Madiba Street, Liberty Building). For attention: Ms E. Foster
- NOTE** : All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD &

CLOSING DATE : 29 October 2021

POST 35/03 : **SENIOR STATE ACCOUNTANT, REF NO: CFO 21/6/2**
 Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate: Supplier Payments,

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 8)
 : 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 at a Finance Clerk Supervisor level or equivalent. 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 liaise 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 possession of a valid RSA/Military vehicle driver's license would serve as an advantage.

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 materièl resorting under control of this post.

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. 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, White females, Indian males, Coloured males and Persons with Disabilities.

CLOSING DATE : 22 October 2021.

POST 35/04 : **SENIOR STATE ACCOUNTANT, REF NO: CFO 21/6/3**

SALARY CENTRE : R316 791 per annum (Level 8)
 : Finance Management Division, Chief Directorate Budget Management, Directorate: Budget Management Office SAMHS, SA Military Health Services, Pretoria.

REQUIREMENTS : 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. At least three years practical experience at a Finance Clerk Supervisor level or equivalent. Proficient in financial regulatory frameworks in the Public/Private sector, augmented with sound working knowledge of both finance and procurement policies, processes and procedures. Best practice budget management skills including the drafting of submission of decision briefs; estimates of expenditure, and revenue; cash flow plans presentations to and for clients; and providing sound financial advice to clients to ensure informed decisions. Proficient in Microsoft Office Excel, Word and Presentation. Ability to both lead a team and work as a team. Accuracy and an eye for detail. Abilities: Ensure, enhance and apply the department system of financial management and internal control, inclusive of budget preparation, budget control, and reporting and financial misconduct management. Demonstrate ability to write programme to extract management information from a central data repository in accordance with Clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards senior and military personnel, negotiate and deal with Clients efficiently whilst functioning with little to no direct supervision. Must be in possession of valid RSA driver's license/military drivers licence and willing and able to travel as and when required. Minimum security clearance of confidential.

DUTIES

: Ensure good financial management of the SAMHS Headquarters and its varied internal clients. Financial planning, forecasting, budgeting and costing. Financial control over expenditure. Financial decisions making, analysis and the evaluation of financial compliance and performance. Compile and present reports, presentations and submissions as required by external stakeholders or internal Clients. 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 onsite 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
APPLICATIONS**

: Mr A.P. Du Pisani, Tel No: (012) 367-9075
: 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. Note: Please use reference number not Post number)

NOTE

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CLOSING DATE

: 22 October 2021.

POST 35/05

: **SENIOR STATE ACCOUNTANT, REF NO: CFO 21/6/4**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 8)
: 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 at a Finance Clerk Supervisor level or equivalent. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including Persol/Persal, MS Word and

Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES : Ms T.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 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, White females, Indian males, Coloured males and Persons with Disabilities.

CLOSING DATE : 22 October 2021.

POST 35/06 : **FINANCE CLERK SUPERVISOR REF NO: CFO 21/6/5**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Salaries

SALARY : R257 508 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree or three years National Diploma in Finance/Accounting with a minimum of two years relevant experience or Grade 12 with finance related subjects with a minimum of three years relevant experience. 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 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 Finance Clerks who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Senior State Accountant Salaries regarding all functions coupled to the post. Coordinating administrating related tasks

ENQUIRIES : Ms T.T. Tshioma, Tel No: 012 392 2245

- 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) (Please use reference number not Post number) Notes: 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, White females, Indian males, Coloured males and Persons with Disabilities.
- CLOSING DATE** : 22 October 2021
- POST 35/07** : **CHIEF ADMINISTRATION CLERK REF NO: DI/34/21/02**
Directorate: Defence Intelligence (Directorate Vetting)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 7)
Pretoria.
Essential: Degree/Diploma/Certificate in Administration. (NQF Level 4/5). Grade 12 with prior learning either by means of 5 /6 years relevant administration experience as well as alternative vetting courses may also apply. Special requirements (skills needed): Controlling and maintaining a vetting administration registry to accommodate confidential, secret and top secret files including the administration of electronic data. Essential Experience: Proficient in English (read, write, speak). Computer Mainframe and Microsoft Office. Must be able to obtain a Top Secret Security Clearance within a year.
- DUTIES** : The applicant must be able to: Capturing of data obtained from vetting application forms. Assist with supervision in the absence of the supervisor of the personnel (subordinates) of the section as well as any personnel requirements. Coordinate verification of applications wrt criminal histories of applicants. Must be able to execute an efficient control over the receiving and distribution of security clearance certificates. Maintenance of the EKKA system and the register for security clearance certificates. Sending and receiving of fingerprints and indemnity forms to and from criminal record centre. Coordinate the scheduling of courses and arrangement for attendance and payments. Act as nodal point for control over S & T claims, leave administration and attendance registers.
- ENQUIRIES APPLICATIONS** : Ms E. Foster, Tel No: (012) 315-0
Department of Defence, Defence Intelligence, Private Bag X 367, Pretoria, 0001. (278 Madiba Street, Liberty Building). For attention: Ms E. Foster,
- NOTE** : All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV. Defence Intelligence Division will not be held liable for any travel and accommodation arrangement for invited candidates
- CLOSING DATE** : 29 October 2021
- POST 35/08** : **FINANCE CLERK, REF NO: CFO 21/6/6**
Finance Management Division. Chief Directorate Budget Management, Sub-Directorate: Chief Central Staff, DHQ
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 5)
Pretoria.
Minimum requirements: Grade 12 certificate with finance related subjects. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective HR and management skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering regarding task finalisation. Added advantage: Post matric qualification in Finance/Accounting. Minimum of one year relevant experience. A valid RSA/Military driver' license.
- 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 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process.

Preparing cash flow. Assist in the re-allocation of funds. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC reports and graphic presentations. Assisting in executing of budgeting processes as and when required.

ENQUIRIES
APPLICATIONS

: Ms E.J. van Vuuren, Tel No: (012) 335 5805
: 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

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CLOSING DATE

: 22 October 2021