

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 10 December 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), 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 copies of original educational qualification certificates, ID document and Driver's license (where applicable). 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 applications 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. 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 in terms of the prescribed rules.

OTHER POSTS

- POST 42/12** : **DEPUTY DIRECTOR PERFORMANCE AUDIT, REF: ID/37/21/01**
Defence Inspectorate Division (Directorate Performance Audit), Performance Audit Team Leader
Re advert
- SALARY** : R882 042 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : Pretoria.
- REQUIREMENTS** : Bachelor's Degree or equivalent qualification in Internal Auditing with at least 10 years' experience in Performance Auditing. Personnel with appropriate professional certificates in Internal Audit will get preference namely; Certified Internal Auditor (CIA), Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP), and Certification in Control Self-Assessment (CCSA). Information Technology (IT) Auditing experience and exposure will be preferable as Directorate Performance Auditing needs to establish a sound IT auditing capability. Special requirements (Skills needed): knowledge of Internal Auditing Standards for the Professional Practice of Internal Auditing, Certified Information Systems Auditor Standards, and Enterprise Risk Management Framework. Public Finance Management Act, 1999 (Act 1 of 1999) and Treasury Regulations. A valid driver's licence will be an added advantage. The successful applicant should further be willing to travel extensively and work irregular working hours in the RSA or where required.
- DUTIES** : Provide inputs to Directorate Performance Auditing Operational Planning. Evaluate internal control systems and provide an extensive report on inputs, outputs and processing of information. Plan allocated performance audits/inspections as well as ad-hoc tasks; develop audit/inspection programmes, execute the audit/inspection based on the developed

programme; gather relevant data; compile the audit/inspection report according to the characteristics of Internal Audit (IA) reports and provide supporting evidence for audit findings according to IA standards; conduct effective communication of audit findings to the auditee, management and corporate management. Supervise and manage resources allocated to you. File all audit evidence in accordance performance auditing filing system. Conduct follow-up audit/inspection and ad-hoc as tasked. Conduct Performance Audits/Inspections at SANDF military force preparation and force employment areas within the borders of the RSA as mandated and externally when required.

ENQUIRIES : Lt Col N.J. Kekana, Tel No: (012) 649 7383 or WO1 E.E.B Kaptein, Tel No: (012) 649 7384.

APPLICATIONS : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001. Hand delivery to Block D Eco Origins, 349 Witch-Hazel Avenue, Eco Park Estate Centurion, 0144.

FOR ATTENTION : Lt Col N.J. Kekana or WO1 E.E.B Kaptein.

POST 42/13 : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/1**
 This post is re-advertised, applicants who previously applied must re-apply. Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services and Related Payments (DSSRP), Regional Accounting Manager

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 9)
 : Western Cape Region (Youngsfield)
 : 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. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, and Contract Management). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System, PERSOL /PERSAL or any other financial System will serve as strong recommendation. Being in a position of a Valid RSA/Military 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 APPLICATIONS : Ms D.A. McCosh, Tel No: (012) 392 2893/2892.
 : 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.

NOTE : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, Coloured females, Coloured males and People with disability.

POST 42/14 : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/2**
Financial Management Division, Chief Directorate Budget Management, HR
Div Management Office

SALARY : R382 245 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 plus a three year B Degree/three year National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA 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.

DUTIES : Executing of all expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Assist in the compilation of delegations with regard to the management of essential resources in Budget Management Office. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.

ENQUIRIES : Ms E.J. van Vuuren, Tel No: (012) 335 5805.
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 : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

POST 42/15 : **ASSISTANT DIRECTO: REF NO: CFO 21/8/3**
Financial Management Division, Chief Directorate Budget Management,
Central Staff Budget Management Office

SALARY : R382 245 per annum (Level 9)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 plus a three year B Degree/three year National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to

- details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA 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.
- DUTIES** : Executing of all expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Assist in the compilation of delegations with regard to the management of essential resources in Budget Management Office. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.
- ENQUIRIES APPLICATIONS** : Ms E.J. van Vuuren, Tel No: (012) 335 5805.
- : 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** : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
- POST 42/16** : **ASSISTANT DIRECTOR: REF NO: CFO 21/8/4 (2POSTS)**
Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management Offices, Command Division and ADA Formation,
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)
: Pretoria.
: Minimum requirements: Grade 12 plus a three year B Degree/three year National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment at a level of Senior State Accountant (Level 8) or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Department of Defence (DOD) or Public Service or Private Sector. Good working knowledge of Financial Systems (FS) of the DOD/Public Service/Private Sector. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Computer literate (MS Excel, Word and Power Point). Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid RSA 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.
- DUTIES** : Executing of all SA Army expenditure control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as DOD Policies, Instructions and Regulations. Provision of expenditure trends, performance management reporting on expenditure through IC reports and graphic presentations. Prepare monthly Early Warning Reports (EWRs). Assist in the compilation of delegations with regard to the management of essential resources in SA Army Head Quarters. Monitor the in-year expenditure trends and advise on methods to address deviations. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.
- ENQUIRIES APPLICATIONS** : Mr J.H.H. Habig, Tel No: (012) 355 1201
: 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** : All applicants must complete all the sections in the Z83 form including section on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.
- POST 42/17** : **SENIOR TRAINING OFFCER: REF GCOM/39/21/01**
This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement REF NO: GCOM/16/21/01 are encourage to re-apply
- SALARY** : R321 543 per annum
CENTRE : Centre for Competence Development Training, Pretoria.
REQUIREMENTS : Grade 12, with National Diploma (NQF Level 6) in Human Resource Development, Management of Training and 4 years' experience or ODETDP certificate with a minimum of 7 years' experience in executing training and development functions. Knowledge required: Knowledge and understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, 1994, Public Service Regulations as well as other HRD prescripts. Special requirements (Skills needed): Excellent presentation and facilitation skills, Excellent Communication Skills (written and verbal), Planning and Organising skills, Good Interpersonal Skills, Computer Literacy, Ability to interpret and apply policies and regulations, Ability to work as an individual and part of the team. Ability to work under pressure. Certificate and accreditation as a CIP facilitator and ability to draft and develop a curriculum will serve as an advantage. A valid driver's licence and willingness to travel. Candidates must also be prepared to undergo a practical test.
- DUTIES** : Determine the need for learning programmes. Design and develop a variety of learning programmes. Manage learning programmes. Conduct and coordinate research. Facilitate skills development programmes. Guide and counsel learners and evaluate learning programmes. Mange and supervise training officers.
- ENQUIRIES** : Ms E. Du Preez Tel No: (012) 674 4767 or Ms M.J. Nkoana Tel No: (012) 674 5065.
- APPLICATIONS** : Department of Defence, Human Resource Division, Personnel Service School, Private Bag X1024, Thaba-Tshwane, 0143 or hand delivered at N 07 Andries Pretorius, Pretoria
- POST 42/18** : **TRAINING OFFCER: REF TRGCOM/11/01/21/02**
This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement Ref No: GCOM/16/21/01 are encourage to re-apply
- SALARY** : R261 372 per annum (Level 7)
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 Licence 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 42/19 : **FINANCE CLERK SUPERVISOR: REF NO: CFO 21/8/5**
Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management, ADA Formation (BMO)

SALARY : R261 372 per annum (Level 7)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/ three year National Diploma in Finance/Accounting with a minimum of three years Budget Management experience on post level 5 or Grade 12 certificate with finance related subjects with a minimum of five (5) year's Budget Management experience on post level 5. Sound knowledge of estimating, budget and expenditure control processes and related programs on the FMS/BAS. Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Being qualified to operate the FMS/BAS, Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering in relation to task finalisation. Effective HR and management skills. Valid RSA/Military driver's license and willing and able to travel at short notice when required.

DUTIES : Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulation as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army ADA formation. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army ADA formation. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army ADA formation. Managing of valid accurate and reliable Costing Database for the SA Army ADA formation. Managing the relocation of budget allocations and income for the SA Army ADA formation. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army ADA formation. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army ADA formation. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES : Mr M.J.J. Habig, Tel No: (012) 355 1201.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In case where applicants are stationed in the Pretoria area, applications may be 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.

POST 42/20 : **FINANCE CLERK SUPERVISOR: REF NO: CFO 21/8/6**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Pay)

SALARY : R261 372 per annum (Level 7)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree or three (3) years National Diploma in finance/accounting with a minimum of three

years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with finance/accounting related subjects and a minimum of five years relevant working experience on a post level 5 or equivalent. Computer literate (MS Office packages). Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of Financial Systems in the DOD/Public Service/Private Sector, including Persol/Persal. 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, severance packages, pay housing allowance, adjustments, boarding and lodging, leave without pay, salary adjustments, and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Finance Clerks resorting under the control of this post. Capturing 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 : Mr V.S. Mtengwane, Tel No: (012) 392 2110.
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 : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification. Preference will be given to African males, African females, White females, Indian males, Coloured males and Persons with Disabilities.

POST 42/21 : **SENIOR SECRETARY: REF NO: CFO 21/8/7**

SALARY : R176 310 per annum (Level 5)
CENTRE : Financial Management Division, Chief Directorate Budget Management, Pretoria.

REQUIREMENTS : Minimum requirements: Grade 12 certificate. Computer literate (MS Office Software packages). Good telephone etiquette, and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual. Added advantage: Post matric qualification in general Administration related field. Exposure to general administrative/secretarial duties. Ability to handle variety of tasks including management of Office Assets, stationery, procurement.

DUTIES : Render effective and efficient secretarial services to the Director. Take minutes in Director's meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/ refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as secretary when required. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate's personal information. Remind the Director of the scheduled meetings and appointments and submission documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes

		etc.). Applicant will also be responsible for procurement of office requirements in the Director's office.
<u>ENQUIRIES</u>	:	Mr S.L. Leballo, Tel No: (012) 392 2540.
<u>APPLICATIONS</u>	:	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).
<u>NOTE</u>	:	All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
<u>POST 42/22</u>	:	<u>FINANCE CLERK, REF NO: CFO 21/8/8</u> Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments, S&T (Sub Motor)
<u>SALARY</u>	:	R176 310 per annum (Level)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 Certificate with finance/ accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). 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 term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance related field. A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to correctly interpret and effectively apply policies and regulations in terms of Subsidised Motor Transport and claims. Knowledge of finance systems (PERSOL, PERSAL, FMS, BAS and any other financial systems in Public or Private Sector.
<u>DUTIES</u>	:	Receive all new applications for participants in the Subsidised Vehicle (A-Scheme, B-Scheme, MMS and SMS). Ensure that the insurance is paid, a file is opened and relevant information required updating the register/database is updated. Receive, scrutinise, check, verify, calculate and execute all S&T Subsidised kilometres claims for members/employees of the Department of Defence for correctness in accordance with all policies and instructions pertaining to the Subsidised Motor Transport (A-Scheme, B-Scheme, MMS and SMS. Capturing and compiling of related journals, capturing transactions on PERSOL and Financial Management System (FMS). Managing the statistics. Filing of finalised documents. Management of self- discipline. Constantly collaboration and communications with Finance Clerk Supervisor.
<u>ENQUIRIES</u>	:	Ms T.T. Tshioma, Tel No: (012) 392 2245.
<u>APPLICATIONS</u>	:	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).
<u>NOTE</u>	:	All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
<u>POST 42/23</u>	:	<u>FINANCE CLERK: REF NO: CFO 21/8/9</u> Finance Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section
<u>SALARY</u>	:	R176 310 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with Finance related subjects. Computer Literate (MS Office packages). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and

statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different Divisions, bases and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. A valid DOD/RSA vehicle driver's license. Team-worker, trustworthy, reliable and receptive to work related suggestion and ideas. Effective reasoning ability. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answer submitted by clients.

DUTIES : Assist the Chief Accounting Clerk and Senior State Accountant in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to CAC on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.

ENQUIRIES : Ms M.L. Mabasa, Tel No: (012) 392 2564.
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 : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.

POST 42/24 : **FIANANCE CLERK, REF NO: CFO 21/8/10**
 Finance Management Division, Chief Directorate Financial Services, Risk Management, Erasmuskloof,

SALARY : R176 310 per annum (Level)
CENTRE : Pretoria.
REQUIREMENTS : Minimum requirements: Grade 12 Certificate with finance/ accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). 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 term of task finalization and/or able to effectively function under pressure. Reasoning Mand basic problem solving ability. Good verbal and written communication skills. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Experience in Risk Management and/or Audit Reports Management. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic

DUTIES : Assist and support the Risk Manager in all routine matters related to Risk and Audit Reports Management iro the Department of Defence. Continuous liation with the General Registry office to ensure that all Risk Management documentation and correspondence are timeously routed and/or forwarded to the Risk Management Section. Immediate recording of all incoming correspondence in the Incoming Post Register and submitting thereof to the

- Risk Manager for his/her action. Continuous monitoring of outgoing correspondence from the Risk Manager and the Assistant Director Risk Management, ensuring that such documentation is recorded in the Outgoing Post Register and ensuring that all outgoing correspondence is dispatched/delivered on time. Effectively managing and controlling the Audit Reports and Risk Management files. Rendering of general support service wrt the timeous finalisation of SCOPA Resolutions. Distributing the agendas and minutes to all members of the Accountability Management meetings. Receiving, preparing and submitting of Auditor General invoices for payment assistance with the collection and payment of private telephone monies. Complying with the Risk Management Standards of the Department of Defence Mr V. Blaar, Tel No: (012) 355-5590.
- ENQUIRIES 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** : All applicants must complete all the sections in the Z83 form including section C on contact details and medium of communications and section E on current study (institution and qualification). Preference will be given to African males, White males, White females, Indian males, Indian females, Coloured females, Coloured males and Persons with Disabilities.
- POST 42/25** : **CLEANER: REF TRGCOM/39/21/03**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 2)
: Training Command HQ, Pretoria
: Grade 10 – 12 or ABET level 1-4. Previous cleaning experience and related courses will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English.
- DUTIES** : Perform cleaning related duties as determined by supervisor. i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean facilities, kitchenettes and utensils, conference rooms and entrance. Safeguarding of equipment and register it. Control of supplies and equipment received. Remove waste and report any defects in the work place.
- ENQUIRIES APPLICATIONS** : Ms E. du Preez, Tel No: (082 090 4437) or Ms J. Mabusela, Tel No: (076 840 2279).
: Department of Defence, Human Resource Division, Training Command, Private Bag X 161, Pretoria, 0001 or may be hand delivered to Training Command, HQ, Personnel Service School, No 7 Andries Pretorius Street, Thaba-Tshwane.
- POST 42/26** : **GROUNDSMEN: REF NO: MILAC/ 39/21/04**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 2)
: Military Academy Saldanha
: Grade 10 – 12 or ABET (Level 1-4) or equivalent qualification Special requirements (skills needed). Problem Solving. Customer Service. Verbal Communication. The DOD dictates that English to be used as the official language. Knowledge of few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedure. Basic numeracy, interpersonal relationships, ability to operate elementary equipment and machines, organising and literacy. Must be physically fit and healthy as the work is pf physically demanding nature.
- DUTIES** : Plant trees, flowers, shrubs, grass and other plants in gardens. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning where necessary. Mow lawns and do the cutting of grass edges. Load and unload a variety of articles needed on the grounds on/off trucks. Irrigate lawns. Remove refuse from terrain, load on truck and dump it. Keep other structures clean and tidy (e.g. barbeque facilities, parking areas, ditches and gutters). Clean swimming pools and treat with chemicals. Maintain fences. Apply pest control measures. Assist with preparation of grounds for functions. Check the serviceability of machinery and equipment. Clean machinery and equipment daily after use. Report any defaults on the terrain to Foreman Groundsman.
- ENQUIRIES** : Major R.C. Selomo, Tel No: (022) 0702 3007 or Staff Sergeant K.K. Heinze, Tel No: (022) 702 3023.

APPLICATIONS

: Department of Defence, Human Resource Division, Military Academy, Private Bag x2, Saldanha7395, Cape Town.