

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 20 April 2022 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : NB: Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. The new Z83 requires an applicant to complete it in full (all sections). 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) All documents attached need not be certified when applying for a post(s). Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver's license etc). 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 POST

- POST 12/04** : **FINANCE CLERK, REF NO: CFO 22/3/1 (2 POSTS)**
Finance Management Division, Chief Directorate Budget Management, Fleet Command Budget Management
- SALARY** : R176 310 per annum (Level 5)
- CENTRE** : Simon's Town, Cape Town.
- REQUIREMENTS** : Minimum Requirements: Grade 12 certificate with finance related subjects. Ability to understand and interpret basic financial policy. Sound reasoning, mathematical and problem solving skills. MS Word, Excel, PowerPoint. Well-developed verbal and written communication skills. Able to compile effective reports and statistics. Trustworthy, honest and loyal. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas decisive/persevering iro task finalisation and able to effectively function under pressure. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of the financial

function in the Department of Defence/Public Service. Basic knowledge of the Financial Management System (FMS)/BAS or any financial systems. Basic knowledge of financial policy, PFMA and Budget process.

DUTIES

: Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry for incoming/outgoing correspondence and maintain a filing system. Collect/deliver budget related documentation from and to other directorates and sections. Assist management wrt general administrative functions at the Budget Management office.

ENQUIRIES

: Ms Y. Kweyama, Tel (012) 787 4613.

APPLICATIONS

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

NOTE

: 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, Africans female, Coloured males and People with disability.