

DEPARTMENT OF DEFENCE



MANAGEMENT ECHELON

- POST 15/29** : **CHIEF DIRECTOR OPERATIONS REF NO: MILOMBUD/24/15/2022**
 This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement Ref No: CDOPS/MO/01/2022 are encourage to re-apply.
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive salary package
CENTRE : Military Ombud Office, Eco Origin Block C4, Highveld
REQUIREMENTS : A Master's Degree in Law at (NQF level 9) as recognised by SAQA. A certificate for SMS pre-entry program is a requirement for all SMS appointments and must accompany the application for the post. Experience: Applicants must have functioned at a Director or equivalent level for a period not less than five (5) years at a strategic level in a Government/Corporate environment. Applicant must also have extensive Case Management and Dispute resolution experience. Working knowledge of the Military Environment will be an added advantage. Competencies: Conciliation, Mediation and Negotiation, Analytical and Interpretation, Written and Oral Communication, Facilitation, Presentation, Report Writing, Networking, Conceptual Thinking, Computer Literacy, Strong Leadership Skills, Policy Analysis and Formulation, Good Interpersonal Relationships, Language Proficiency, Purpose Driven, Team Player, Adaptable. The successful candidate will be required to perform the following core functions:
- DUTIES** : Provide strategic direction to the Operations Division. Direct the functions of the Chief Directorate in ensuring the effective and efficient resolution of complaints. Take responsibility of and direct the intake, analysis, investigations and the research and development environments within the Chief Directorate. Ensure that the assessment and determination of jurisdiction is done in accordance with service standards. Facilitate early dispute resolution. Facilitate expeditious and economical investigation of complaints lodged with the Office and represent the interests of the Chief Directorate at a strategic level. Direct planning, budgeting and expenditure of the Chief Directorate. Direct drafting, implementation and review of strategy, policies and procedures that govern the functions of the Chief Directorate. Ensure good governance, integrity in managing the Chief Directorate. Lead and manage the staff in the Chief Directorate.
- ENQUIRIES** : Ms N.F. Ntloedibe Tel No: (012) 676 3841
APPLICATIONS : Military Ombud, Private Bag X163, Centurion, 0046, or may be hand delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld, 0157.
- NOTE** : This is a permanent position. It is the Military Ombud's intention to promote equity through filling of posts, according to the set Employment equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. As part of the selection process shortlisted candidates will be subjected to a competency assessment to determine their suitability for the post, personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. Successful candidate will be required to enter into an employment contract and a Performance Agreement, which must be signed and reviewed annually. Disclosure of financial interest where applicable, will also be done annually. The successful candidate will be expected to obtain an appropriate security clearance. Applications must be submitted on the prescribed new Z83 form (available on www.dpsa.gov.za), which must be fully completed and signed. A detailed CV indicating contactable referees, copies of qualifications, copy of grade 12 certificate, driver's license and an ID document must be attached. (Only shortlisted candidates will be required to submit certified copies on or before the interview). Foreign qualification must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply will be disqualified. If an applicant wishes to withdraw an application, it must be done in writing. Applicants who have not been contacted within three (3) months of the closing date of the

advertisement must accept that their application was unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. For more information on the job requirements) please contact the person indicated in the post details. People with disability is welcome to apply

CLOSING DATE : 20 May 2022 @ 16:00

OTHER POSTS

POST 15/30 : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/4/1**
Finance Management Division
Directorate: Stores, Services and Related Payments (DSSRP)
Sub-Directorate: Corporate Payments

SALARY : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience on a post level 7 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 lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

DUTIES : Ensuring settlement of all payments on time. Ensure a detail check on documentation. Execute all queries emanating from supplier promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found iro contract/instruction and delegations prior to approval of payments. Follow up on all payments documentation received late for payments and make sure that appropriate preventative action taken in respect thereof. Verification of journals and confirmation of Telkom accounts. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. 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. Manage personnel and assets in the sub-directorate.

ENQUIRIES : Ms D.A. McCOSH Tel No: (012) 392 2893/2892
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 : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. 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). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. 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)

CLOSING DATE

: 20 May 2022 @ 16:00

POST 15/31

: **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CFO 22/4/2**
 Financial Management Division
 Chief Directorate: Financial Services
 Directorate: Finance Support Service

SALARY CENTRE REQUIREMENTS

: R321 543 per annum (Level 08)
 : Finance ETD Centre, Thaba Tshwane, Pretoria
 : Minimum requirements: Grade 12 certificate plus B Degree or three year National Diploma in HR/HRD related field with a minimum of 3 years working experience on post level 7 or equivalent executing training and development functions or Grade 12 Certificate with a minimum of 7 years 'working experience on salary level 7 post or equivalent executing training and development functions. Proven ETD related skills and training of employees. Proven computer literacy. A valid RSA/Military drivers' licence. Knowledge of SDA, PSA, SDLA, PFMA and LRA. Excellent presentation and training skills. Ability to interpret and apply policies and regulations. Ability to work as an individual and in a team. Ability to work under pressure. Be willing to conduct training outside the Pretoria area if requested. Added advantage: CIP trainer or assessor or moderator. Ability to draft and develop course content or a curriculum. Certificate in computer training (office packages). General administrative skills.

DUTIES

: Execute the education, training and development (ETD) general functions within the Financial Management Division (FMD), e.g. Assist to conduct skills auditing and reporting. Functional Training: Research and develop or update training curriculum. Prepare a lesson plan, assessment of learners and evaluate a course. Prepare study materials, venue and conduct training. Advertise functional course and administrate enrolment of learners. Capture training data on a system. Report on a conducted course. Formal training: Assist with administration of bursaries, e.g. granting of bursaries and monitoring of enrolment at tertiary institutions. Skills training: Assist with administration of skills training, e.g. organise relevant courses and process applications. Assist with training plans: e.g. assist to collect data and prepare

these plans, i.e. WSP, HRD plan, functional training plan, etc. General duties: Assist with administration of allocated resources e.g. electronic equipment, etc. Attend meetings as and when required. Act as the Finance ETD Manager as and when required.

- ENQUIRIES APPLICATIONS** : Ms M. Wehl Tel No: (012) 674 4740/41/42/45
: 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.
- CLOSING DATE** : 20 May 2022 @ 16:00
- POST 15/32** : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/4/3**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Final Payments)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Pretoria
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience on a post level 7 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 APPLICATIONS** : Mr V.S. Mtengwane Tel No: (012) 392 2110
: 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** : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. 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). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. 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 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)

CLOSING DATE

: 20 May 2022 @ 16:00

POST 15/33

: **FINANCE CLERK SUPERVISOR REF NO: CFO 22/4/4**

Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services
Motor Vehicle Accident

SALARY CENTRE REQUIREMENTS

: R261 372 per annum (Level 07)
: Cape Town
: Minimum requirements: Grade 12 certificate plus a three year B Degree/ three year National Diploma in Finance/Accounting with a minimum of two (2) years relevant experience on post level 5 or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience on post level 5. Ability in understanding, interpreting and applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills and must be trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Must be in the possession of a valid RSA/Military driver' license. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.

DUTIES

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

own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Oudtshoorn, Bredasdorp, Cape Town, Simons Town, Saldana, Langebaanweg. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES : Mr M.J. Seleka Tel No: (012) 392 2116

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 : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. 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). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. 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)

CLOSING DATE : 20 May 2022 @ 16:00

POST 15/34 : **FINANCE CLERK REF NO: CFO 22/4/5 (X2 POSTS)**
Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (S & T sub-section)

SALARY : R176 310 per annum (Level 05)

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 terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in the relevant field. A valid RSA/Military driver's licence. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES : Ms T. Tshioma Tel No: (012) 392 2245
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. 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). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. 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)

CLOSING DATE : 20 May 2022 @ 16:00

- POST 15/35** : **FINANCE CLERK REF NO: CFO 22/4/6**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (Salaries)
- SALARY** : R176 310 per annum (Level 05)
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. Added advantage: Post Matric qualification in Finance related field. A minimum of one year relevant experience in the relevant field. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems. In the possession of a valid RSA/Military driver's licence.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES** : Ms T. Tshioma Tel No: (012) 392 2245
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. 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). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. 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)

- CLOSING DATE** : 20 May 2022 @ 16:00
- POST 15/36** : **REGISTRY CLERK REF NO: CFO 22/4/7 (X2 POSTS)**
Finance Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Pretoria
: Minimum requirements: Grade 12 Certificate. Reasoning and problem solving ability. Computer literate (MS Office software package). Good verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Disposition and aptitude towards correct effective and efficient Registry practices. Added advantage: A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence.
- DUTIES** : Assist in implementing and maintaining processes to manage and control incoming and outgoing correspondence as well as maintaining an effective filing system for correspondence, documentation and payments files in the applicable sub-section. Collecting/delivering documentation and payments files from/to section applicable. Assisting in ensuring the correct and efficient recording and storage of S&T related documentation. Render an effective filing and records management service for subsistence and travel section. Filing of files consisting of S&T claims. Distributing documents to the relevant checkers. Opening and closing of S&T files. Management of the files register (incoming and outgoing claims). Numbering of files after receiving them. Managing of the disapproval registry book. Attending to enquiries and sending clients to the relevant personnel. Assisting in the location of files that are misfiled. Filing, storage tracing and retrievals of documents and files. Handle of enquiries pertaining to S&T files. Handle of enquiries pertaining to S&T files. Making photocopies when requested. Sending and receiving faxes when requested to do so.
- ENQUIRIES APPLICATIONS** : Ms T. Tshioma Tel No: (012) 392-2245
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Prospective applicants must please make use of the new Z83 form which is effective as at 01 January 2021. 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). African males & females, Indian males, Coloured males and people with disability are encouraged to apply. 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)

CLOSING DATE

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20 May 2022 @ 16:00