

DEPARTMENT OF DEFENCE



CLOSING DATE
NOTE

: 20 June 2022 @ 16:00
 : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. 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). 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. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. 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). 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 20/31

: **DEPUTY DIRECTOR BUDGET MANAGEMENT, CORPORATE STAFF FMO**
 : **REF NO: CFO 22/5/1**
 : Finance Management Division
 : Chief Directorate: Budget Management
 : Sub-directorate: Corporate Staff

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum (Level 11), all-inclusive salary package
 : Pretoria
 : Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting. A minimum of five (5) year's Budget Management experience on a post of an Assistant Director or equivalent level. Knowledge: Formal training and knowledge of financial management in the Public Service/Private Sector, specific related to budgeting, budget control, cash flow management, revenue management and internal control systems. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Sound organizing and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies,

strategies and legislation. Excellent communication, analytical, innovative, problem solving and interpersonal skills. Proven knowledge of Public Finance Management act (PFMA), Treasury Regulations and Standard Chart of Account. Knowledge of Modified Cash Standards. Proven computer literacy (MS Office) essential. Knowledge of Departmental Financial Management system (FMS), report writing system (IC), Auditing, Risk Management, Costing and Occupational Health and Safety (NOSA) will be an advantage. Ability to work under pressure and long hours when required. Valid driver's license required.

DUTIES

: Strategic Financial Planning: Provide a budget management support function for the Medium Term Estimate Framework (MTEF) planning and budgeting process. Facilitate the transformation of the entity's Strategic business plan into monetary terms for the MTEF. Contribute to the medium and long term business planning. Determine the financial risks and compile the related risk management plan. Evaluate and adjudicate the strategic plans and annual performance plans in terms of affordability and the financial risks. Provide assistance to clients regarding general budgeting and financial reporting requirements including historical trends, etc. Financial Control: Provide strategic direction for the establishment and continued enhancement of the financial control system in the entity ensuring that related internal control systems are in place for expenditure and revenue management. Maintain budget control processes to ensure financial propriety, regularity, value for money and value propositions in all financial approvals. Assist entity with financial management preparation, submissions and presentations. Coordinate and provide the financial support required to administrate the budget control process related to expenditure and revenue management. Develop and ensure the provisioning of financial reporting system with entity. Provide financial management advice for the strategic management direction within the entity wrt financial decisions and transactions for both expenditure and revenue management. Oversee compilation of claims and reports on all areas of revenue collection. Financial Governance Risk and Compliance: Coordinate the administering of the system related to the management of financial misconduct incidents in the entity. Evaluate the internal control systems wrt financial governance risk and compliance. Management of financial delegations within entity. Compile risk management plan related to financial governance risk and compliance. Coordinate the Auditor General South Africa (AGSA) and internal audit process related to financial management matters within the entity. Financial Management Advice: Provide advice to ensure financial management direction. Provide advice to ensure financial management considerations in the strategic processes and internal decision making processes of the entity. Provide input to and participate in strategic decisions and the formulation of business strategies. Advise on financial implications and consequences of business decisions. Provide input on strategies and plans to improve business performance monitoring and internal controls. Provide the framework and direction for financial management training within entity. Administration: Direct Budget Management Service in entity. Maintain Budget Management Capability. Maintain well administered Budget Management Human resource component. Support Budget Management Capability. Oversee compliance to the Occupational Health and Safety standards within allocated facilities.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel Tel No: (012) 355 5807
 : 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.

POST 20/32

: **ASSISTANT DIRECTOR REF NO: CFO 22/5/2 (X2 POSTS)**
 Financial Management Division
 Chief Directorate: Budget Management

**SALARY
CENTRE**

: R382 245 per annum (Level 09)
 : SA Army Budget Management Offices, Engineer Formation and Armament Formation, Pretoria.

REQUIREMENTS

: Grade 12 plus a three year B Degree/ National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience in the budget management environment on post 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 Engineer Formation 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 Engineer Formation. 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 T.M. Sekgobela Tel No: (012) 355 1238
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)

POST 20/33 : **ASSISTANT DIRECTOR REF NO: CFO 22/5/3**
 Financial Management Division
 Chief Directorate: Budget Management
 Joint Operation Division

SALARY : R382 245 per annum (Level 09)
CENTRE : Fin Support Office, Budget Management Office, Pretoria
REQUIREMENTS : Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three (3) year's budget management experience on post level of Senior State Accountant (Level 8) or equivalent. Computer literate in Word Processing (MS Word), Spread sheet (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector will also be considered. At least minimum of three years' experience in Multinational and National Exercises and Operational Planning and Execution. Ability to manage UN, AU, SADC and any other foreign and domestic Revenue Processes. Management of the Divisions/Services Financial Misconducts Processes and Reporting is recommended. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) or BAS application or any other Private Sectors financial systems and to draft report in this regard will serve as a recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and well-developed presentations skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR

Management skills. In possession of a valid RSA/Military driver's license to conduct official duties. In possession of or to obtain a DOD confidential security clearance.

DUTIES

: Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of the Joint Operations Division. Capture the draft budget of the Joint Operation Division on the Financial Management System (FMS) of the DOD. Preparing budget management documentation and financial reports for Joint Operation Division as required by Budget Manager of Joint Operation Division. Formulation and managing of policy regarding the expenditure of the Joint Operation Division. Managing of accurate and reliable Costing Database for the Joint Operation Division. Managing the re-allocation of budget allocation and income for the Joint Operation Division. Identification of exceptions for the re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control report to higher management by means of Power Point. Direct, Orchestrate and control the execution of the Finance Governance Function within the Joint Operation Finance Division. Direct, orchestrate and control the Finance Formation. Manage the UN, AU, SADC Revenue Processes and the reporting thereof. Assist J Operations Division with planning for Multinational and National Exercises and ordered internal and external Operations and executions thereof. Work with the Auditors during the auditing process and drafting of the audit responses for the Finance Manager Joint Operations Division. Effective management of personnel, assets and material resorting under his/her control.

**ENQUIRIES
APPLICATIONS**

: Mr L.L. Ngidi Tel No: (012) 648 1053
: 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).

POST 20/34

: **ASSISTANT DIRECTOR REF NO: CFO 22/5/4**
Finance Management Division
Chief Directorate: Budget Management
Joint Operation Division

**SALARY
CENTRE**

: R382 245 per annum (Level 09)
: Fin Management Office, Budget Management Office, Special Forces Head Quares, Pretoria

REQUIREMENTS

: Grade 12 plus a three year B Degree / National Diploma in Finance/Accounting with a minimum of three (3) year's budget management experience on a post level of Senior State Accountant (Level 8) or equivalent. Computer literate in Word Processing (MS Word), Spread sheet (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programmes on the financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector will also be considered. At least minimum of three years' experience in Multinational, National Exercises and Operational Planning and Execution. Ability to manage UN, AU, SADC and any other foreign and domestic Revenue Processes. Management of the Divisions/Services Financial Misconducts Processes and Reporting is recommended. Minimum of two years proven record in working with Sensitive Projects/Operations. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) or BAS application or any other financial systems and to create or draft report in this regard will serve as a recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and well-developed presentations skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR Management skills.

- In possessions of a valid RSA/Military driver's license to conduct official duties.
 In possession of a Secret or Top Secret security clearance.
- DUTIES** :
- Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations (TRs) as well as Budget Circulars and Practice Notes addressing both domestic and corporate budget of South African Special Forces. Capture the draft budget of the South African Special Forces and its Regiments on the Financial Management System (FMS) of the DOD. Preparing budget management documentation and financial reports for South African Special Forces and its Regiments as required by Finance Manager of Joint Operation Division. Formulation and managing of policy regarding the expenditure of the South African Special Forces HQ and Units. Managing of accurate and reliable Costing Database for the South African Special Forces HQ and Units. Managing the re-allocation of budget allocation and income for the South African Special Forces. Identification of exceptions for the re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control report to higher management by means of Power Point. Direct, Orchestrate and control the execution of the Finance Governance Function within the South African Special Forces. Direct, orchestrate and control the Finance Formation. Manage the UN, AU, SADC Revenue Processes and the reporting thereof. Direct, Orchestrate and control the Finance Formation. Participate in South African Special Forces planning for Multinational and National Exercises and Ordered internal and external Operations and executions thereof. Participate in Special Forces execution of Sensitive and Secret Operations as ordered. Provide inputs during the auditing process and drafting of the audit response for the GOC Special Forces and Finance Manager Joint Operations Division. Effective management of personnel, assets and material resorting under his/her control.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr L.L. Ngidi Tel No: (012) 674 5704
 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).
- POST 20/35** :
- SENIOR STATE ACCOUNTANT REF NO: CFO 22/5/5**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Sub Directorate: Loss Administration
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R321 543 per annum (Level 08)
 Pretoria
 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 and a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver's license/Military drivers licence and willing and able to travel as and when required.
- DUTIES** :
- Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss

Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, ect, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355-5830
 : 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.

POST 20/36

: **SENIOR STATE ACCOUTANT REF NO: CFO 22/5/6**
 Finance Management Division
 Chief Directorate: Budget Management

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
 : SA Army Support Formation, Budget Management Office, 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 in Budget Management on a post level 7 or equivalent Grade 12 certificate with Finance/Accounting related subjects with a minimum of seven years relevant experience in Budget Management on a post level 7 or equivalent. Knowledge of Financial Management System (FMS)/ Basic Accounting System (BAS), Information Centre (IC) or any other financial system. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD/Public Service and related transactions on FMS/BAS or any financial system. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Added advantage: Possession of a valid RSA /Military driver's licence to conduct staff duties and attend meetings.

DUTIES

: Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. To be able to act fully in the absence of the Assistant Director. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR's). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army Support Formation. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI'S) for potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

**ENQUIRIES
APPLICATIONS**

: Ms T.M. Sekgobela Tel No: (012) 355 1238
 : 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).

POST 20/37 : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/5/7**
Finance Management Division
Chief Directorate: Budget Management
Directorate: Budgeting Armament Acquisition

SALARY : R321 543 per annum (Level 08)
CENTRE : Defence Head Quarters, Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma with Finance/Accounting/Financial Management related subjects with a minimum of three years relevant experience on post level 7 or equivalent or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience on post level 7 or equivalent. Knowledge of Financial Management Systems (FMS)/BAS/PERSAL/PERSOL and other financial systems. Basic knowledge of database design and thorough knowledge of MS Application (Excel, Word and Powerpoint). Sound analytical, problem solving skills, presentation skills as well as the knowledge of project management. Well-developed verbal and written communications skill, able to maintain good interpersonal relations, adaptable and resourceful. Pay attention to details and ability to work effectively and very accurately with figures. Ability to effectively function as part of a team. Ability to work under pressure and persevering iro task finalization. In possession of RSA/DOD valid driver's license.

DUTIES : Support the Deputy Director Armament Acquisition with the maintenance of costing capability. Managing, updating and enhancing of Ezezimali. Analyse and scrutinise all received cost data. Handle all administrative functions ito cost meetings and presentation. Update the capital projects financial baseline monitoring (Red-light report) instrument. Acting as Secretary during monthly Ezezimali, Workgroup meetings. Recording, filling and general administration iro Red-light management. Maintain and enhance the web site for the management of relevant Def Materiel projects information Project Information Navigation Tool (PINT). Training DOD personnel to use the PINT application. Maintain and enhance the Special Defence Account (SDA) Projects Analysis Model.

ENQUIRIES : Ms O.M. Gopane Tel No: 012 355 5808
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not Post number)

POST 20/38 : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/5/8**
Finance Management Division
Chief Directorate: Budget Management
SA Army Budget Management
Command Division (BMO)

SALARY : R261 372 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of two years Budget Management experience on post level 5 or equivalent or Grade 12 certificate with finance related subjects with a minimum of three years Budget Management experience on post level 5 or equivalent. Sound knowledge of estimating, budget and expenditure control processes and related programs on the FMS/BAS or any other financial system. Knowledge of estimating, budgeting and budget control in the Public Service/Private Sector. Knowledge of the FMS/BAS or any other financial system. Ability 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 Command Division. 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 Command Division. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Command Division. Managing of valid accurate and reliable Costing Database for the SA Army Command Division. Managing the relocation of budget allocations and income for the SA Army Command Division. 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 Command Division. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES APPLICATIONS

: Ms T.M. Sekgobela Tel No: (012) 355 1201
 : 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).

POST 20/39

: **FINANCE CLERK SUPERVISOR REF NO: CFO 22/5/9**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services

SALARY CENTRE REQUIREMENTS

: R261 372 per annum (Level 07)
 : Motor Vehicle Accident, Durban
 : Minimum requirements: Grade 12 certificate plus a three year B Degree/ National Diploma in Finance/Accounting with a minimum of two years relevant experience on post level 5 or equivalent or Grade 12 certificate with finance related subjects with a minimum of three years relevant experience on post level 5 or equivalent. 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 Durban and surrounding areas (i.e Ladysmith and

		Mtubatuba). Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.
<u>ENQUIRIES</u>	:	Mr M.J. Seleka Tel No: (012) 392 2116
<u>APPLICATIONS</u>	:	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.
<u>POST 20/40</u>	:	<u>FINANCE CLERK REF NO: CFO 22/5/10</u> Finance Management Division Chief Directorate: Budget Management
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	SA Army Infantry Formation, Budget Management Office, Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer literate (Microsoft package). Basic knowledge of Financial Policy and PFMA, budget process as well as the basic financial functions in the Public Service / Private Sector. Ability to understand and interpret basic financial policy. Reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Good verbal and written communication skills and able to compile basic reports and statistics. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering in relation to task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. Being in the possession of valid RSA/Military driver's licence.
<u>DUTIES</u>	:	Assist in maintaining expenditure information, historical information and statistics for the Budget Management (BM). Assist in preparing a variety of financial/budgetary reports and statistics as well as manage an effective internal registry incoming/outgoing correspondence and maintain a filing system for BM. Collect/deliver budget related documentation from and to other divisions, formations, directorates and sections. Assist management with regard to general administrative functions at the office of the BM. Prepare and compile budgetary and expenditure control documentation, e.g. expenditure graphs, expenditure reports, monthly financial reports, Financial Authority (FA) documents and motivation. Maintain a register of fund re-allocations and FA application as well as updating the database on the Financial Management System (FMS). Assist in the process of preparing monthly Early Warning Reports (EWR's). Assist in the drafting and finalization of Reconciliation Statements. Assist in the management of the logistics and stationery requirements of the BM and take roll call of all personnel under control of the BM.
<u>ENQUIRIES</u>	:	Ms T.M. Sekgobela Tel No: (012) 355 1238
<u>APPLICATIONS</u>	:	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.
<u>POST 20/41</u>	:	<u>FINANCE CLERK REF NO: CFO 22/5/11 (X2 POSTS)</u> Finance Management Division Chief Directorate: Financial Services Directorate: Financial Control Services Loss Administration Section
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer Literate (MS Office packages). Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service/Private Sector would serve as a strong recommendation. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). 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. Team-worker, trustworthy, reliable and receptive to work related suggestions and ideas. Effective reasoning ability. Ability to correctly interpret and effectively apply financial policy and related prescripts. Ability to understand and correctly interpret loss reports and audit answer submitted by clients. Added advantage: Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. A valid DOD/RSA vehicle driver's license.

DUTIES : Assist the Finance Clerk Supervisor (FCS) and Senior State Accountant (SSA) 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 FCS and SSA on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.

ENQUIRIES APPLICATIONS : Ms M.L. Mabasa Tel No: 012 392 2564
: 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).

POST 20/42 : **FINANCE CLERK REF NO: CFO 22/5/12 (X2 POSTS)**
Finance Management Division
Directorate: Stores, Services & Related Payments (DSSRP)
Sub-Directorate: Cash Payments

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Cash Payment Region 1 & 2, Pretoria
: Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate (MS Office software packages). Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively function as part of a team, receptive to work-related suggestion/idea, decisive/persevering iro task finalization and able to effectively function under pressure. Sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal, positive and creative. Ability of understanding, interpreting and correctly applying financial policy and prescripts Ability to effectively liaise and communicate with clients. Knowledge of contract management and supply chain management process. Sound knowledge of the content of the Public Finance Management Act (PFMA) and Treasury Regulations. Basic knowledge of the financial and accounting processes and core processes in the Department of Defence (DOD)/Public Service or Private Sector. Knowledge of financial management mainframe computer systems (FMS/BAS and PERSOL/PERSAL or any other financial systems). Added Advantage. Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. In possession of a valid RSA/Military vehicle driver's license.

DUTIES : Timely processing of documents for payment. Verification of cash purchase and sundry transactions in accordance with policy prescripts. Drawing of Accountant and Sub-Accountant Approval Schedules. Compilation of Journal transactions, capturing it and verifying it on the Financial Management System (FMS). Performing enquiries on the Central Advance System (CAS). Administration of replenishments and withdrawals of Sub Advance Accounts (SAA's) on a daily basis. Assist in compiling accounting reports/statistics. Payment of foreign S & T advances via foreign currency service provider. Administration of payments of invoices to the Department Travel Agent. Answering of queries concerning accounting aspects with regard to Main Advance Accounts (MAAs) and Sub Advance Account (SAAs). Obtain and provide relative feedback to involved role players. Assisting with general

- administrative functions and archiving, filing, and safe keeping of all accounting documentation.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392-2916
 : 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).
- POST 20/43** : **FINANCE CLERK REF NO: CFO 22/5/13**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Motor Vehicle Accidents Section
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate (MS Office software packages). Basic knowledge of financial/legal process and insurance claims. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering in terms of task finalisation. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Added advantage: Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. In the possession of a valid RSA/Military driver' license.
- DUTIES** : Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses iro mobile as sets 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 Gauteng and Limpopo. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.
- ENQUIRIES APPLICATIONS** : Mr M.J. Seleka Tel No: (012) 392 2116
 : 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).
- POST 20/44** : **FINANCE CLERK REF NO: CFO 22/5/14**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Finance Support Service
 Sub-Directorate: Finance Management Information System Support (FMISS)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer literate and skilled in Word, Spreadsheet, (Excel) and Powerpoint. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills, sound mathematical and problem solving ability. Team-worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestions or ideas and decisive/ persevering iro task finalisation. Added advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience

		in the relevant field. Valid RSA/Military drivers licence and willing to travel on short notice and when required.
<u>DUTIES</u>	:	Administering user profiles on the Central Access Administration System. Assisting in answering of telephonic enquiries from clients. Assisting in implementing and maintaining process to manage and control incoming and outgoing correspondence. Maintaining an effective filing system for correspondence, documentation and files in the sub-directorate. Collecting/delivering documentation and files from/ to other directorates, sections and clients, copying and binding documents. Verifying and updating access of users on the Financial Management System (FMS).
<u>ENQUIRIES</u>	:	Mr M. Marimi Tel No: (012) 392 2556.
<u>APPLICATIONS</u>	:	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.
<u>POST 20/45</u>	:	<u>SECRETARY REF NO: CD HR M/17/19/22</u> Chief Directorate: Human Resource Management
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Bank of Lisbon: Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Language skills and the ability to communication well with people at different levels. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretarial support service to the Chief Director. Receives telephone calls and refers the calls to the correct role players if not meant for the Chief Director. Record appointments and events in the dairy of the Chief Director. Operates office equipment like fax machines and photocopiers. Liaises with travel agencies to make travel arrangements for the Chief Director. Checks the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Chief Director endorsed the accommodation prior confirmation. Processes the travel and subsistence claims for the Chief Director. Arrange meetings and events for the Chief Director. Identifies venues, invites role player, organises refreshments and sets up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Chief Director. Records basic minutes of the meetings of the Chief Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Chief Director. Administers matters like the leave for the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Chief Director to prepare for meetings. Manage the correspondences in and out of the Chief Director's office. Ensure that documents submitted for the Chief Director's approval adhere to set norms and standards. Remains abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Chief Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>APPLICATIONS</u>	:	Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, Corner Paul Kruger & Visagie Street, (Defence Reception), Pretoria, 0001
<u>ENQUIRIES</u>	:	Lt Col N.S. Chipu Tel No: (012) 339 5246