

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 15 July 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Certified documents which should not be older than six months on or before the day of the interview. 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 23/77** : **DEPUTY DIRECTOR AUDIT MANAGER: REF NO: IAD/29/23/22/01**
Internal Audit Division
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12)
: Centurion, Pretoria.
: Bachelor's Degree/Advance National Diploma (NQF Level 7) in Internal Auditing, Finance or related fields. Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit in Private or Public Sector. Three (3) years management experience in the auditing environment. Membership of the Institute of Internal Auditors is recommended. Special Requirement (skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills. And Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Auditing knowledge, Extensive knowledge of government policies, departmental policy. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management. Extensive knowledge on the frameworks for Performance information, Framework for Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Internal Audit Guidance Manual: AoPI at National & Provincial Departments (NT 1st Edition 2016).
- DUTIES** : Ensure compliance with established policies, procedures and applicable laws and regulations. Participate in the development of a risk register. Track Audit coverage and report on progress to the Director. Develop, monitor and manage the Department's audit universe and compliance with internal audit policies. Review and appraise the soundness, adequacy and application of the accounting, financial and operational controls. Evaluate the effectiveness and efficiency of the internal control system in the DOD. Perform audits on projects.

Discuss and clear audit finding and reports with line management. Communicate results in writing including objectives, scope, applicable conclusions, recommendations and action plans. Examine the effectiveness and means of safeguarding assets. Coordinates a Risk Register upon which plans will be developed. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocations. The development and implementation of a three-year audit strategic plan. Provide consulting and advisory services as requested and as appropriate. Examine the accuracy of internal records, information systems, management procedures and internal controls. Identify areas where continuous assurance audits can be performed. Recommend necessary improvements in the internal control systems. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Perform quality reviews on audit work carried out. Supervise audits in accordance with the Internal Audit Standards. Train and develop subordinates. Lead and guide audit teams on engagements. Manage and motivate subordinates. Evaluate performance and development of subordinates. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Mrs Adri Rocher, Tel no (012) 649 1065/ Ms S. Nkosi, Tel (012)649 1031.
: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered to Internal Audit Division, Eco Glades 1, Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion. Pretoria.

NOTE

: All costs incurred to your application and interview will be at your own expense.

POST 23/78

: **DEPUTY DIRECTOR AUDIT MANAGER: (PERFORMANCE INFORMATION): REF NO: IAD/29/23/22/02**
Internal Audit Division

**SALARY
CENTRE
REQUIREMENTS**

: R882 042 per annum (Level 12)
: Centurion, Pretoria.
: Bachelor's Degree/National Diploma (NQF Level 7) in Internal Auditing, Finance or related fields. Job Related Work Experience: Five (5) years credible and applicable experience in Internal Audit of Performance Information in Private or Public Sector. Three (3) years management experience in the auditing environment. Membership of the Institute of Internal Auditors is recommended. Special Requirement (skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, networking skills. And Computer literate. Organisational skills. Good inter-personal relations, Interviewing skills, analytical and research skills. Auditing knowledge, Extensive knowledge of government policies, departmental policy. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management. Extensive knowledge on the frameworks for Performance information, Framework for Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Internal Audit Guidance Manual: AoPI at National & Provincial Departments (NT 1st Edition 2016).

DUTIES

: The successful incumbent will be responsible to evaluate whether compliance with relevant legislation, National Treasury frameworks and policies has been achieved in the development of the Department of Defence's (DOD) Strategic planning and reporting documents that includes: Five years Strategic Plan (SP) horizon with planned projects and programme implementation; Annual Performance Plan (APP) including forward projections for a further two years, consistent with the medium-term expenditure framework (MTEF) period. Analysis and interpretation of the requirements related to the SP and APP of a public institution. Verification/assessment of the in-year implementation data (evidence) of the QPR against the achievements for the implementation of the APP drawing up of the AR subjected to an annual review and oversight process. The assessment of the reported data related to reliability of performance information reported criteria (Validity, accuracy and completeness). Review/asses the consistency/alignment of inputs to the Annual Report against the DOD APP (Mandate of the institution, Strategic objectives as indicated in the SP, and Performance indicators and targets), Budgetary as indicated in the APP and QPR's. Assess the submission processes of Quarterly Performance Report (QPR) and Annual Report(AR) according to National Treasury reporting calendar timelines and the provision

- of information to DOD executive authorities, Audit Committee, National Treasury, the Presidency and Parliamentary portfolio committees. Ensure that controls around the development and maintenance and reporting of the SP, APP, QPR' and AR are appropriately designed and effectively implemented.
- ENQUIRIES** : Mrs Adri Rocher, Tel no (012) 649 1065/ Ms S. Nkosi, Tel (012)649 1031.
- APPLICATIONS** : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered to Internal Audit Division, Eco Glades 1, Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion. Pretoria.
- NOTE** : All costs incurred to your application and interview will be at your own expense.
- POST 23/79** : **SENIOR SECRETARY GRADE II: REF NO: HRDCD/28/23/22**
Human Resource Division (Command Division)
- SALARY** : R176 310 per annum (Level 5)
- CENTRE** : Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF Level 4). Previous Secretarial experience will be an added advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Record appointments and events and manage the Deputy CHR diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Deputy CHR. Process the travel and subsistence claims for the Deputy CHR. Identify venues, invite role players, organize refreshments and set up schedules for meetings and events. Collect all relevant documents for meeting. Liaise with travel agencies to make travel arrangements. Keep a filing system. Operate office equipment. Keep updated with policy and procedures. Co-ordinate logistical arrangements for visitors visiting the Deputy CHR. Scrutinize documents to determine action/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress. Keeping prescribed registers. Make Photostat copies as directed. Receiving and transmitting Fax messages for the Deputy CHR. Internal liaison with Directorate members.
- ENQUIRIES** : Lt Col G. Smit Tel (012) 355 6366/Capt F.D. Nkosi Tel (012) 355 5102
- APPLICATIONS** : Department of Defence, Human Resource Division, Directorate Human Resource Divisional Staff, Private Bag X159, Pretoria, 0001 or may be hand delivered to Department of Defence, Armscor Building, Human Resource Division, Directorate Human Resource Divisional Staff, c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 2, Room 102.
- NOTE** : This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement Secretary Ref No: DS/21/22/01 are encourage to re-apply