

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 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 25/26** : **DEPUTY DIRECTOR: DEFENCE POLICY FORMULATION REF NO: DPSP/30/25/22/01 (X2 POSTS)**
 Defence Policy, Strategy and Planning Division
 Chief Directorate: Defence Policy
 Directorate: Defence Policy Formulation
- SALARY** : R882 042 per annum (Level 12)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors/Advanced Diploma in Political Science, International Relations, Strategic Studies, Defence Economics or Journalism (NQF Level 7). A post graduate qualification in the above-mentioned field/s with research methodology is preferred. Five to ten (5 – 10) years' experience at Assistant Director Level. Proven research experience is preferred. A research track record will be an advantage. Must be able to obtain a Secret security clearance and valid driver's license within a year. Special requirements (Skills needed): Managerial skills. Knowledge of the DOD and its mission, strategic objectives and business plans is essential. Knowledge of public policy formulations processes will be a recommendation. Strong research, analysis and policy writing skills is also recommended. 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** : Assist the Director Defence Policy Formulation with engaging and briefing internal and external stakeholders and other government departments on matters related to defence policy. Undertaking Defence Policy research and Analysis. Coordinating DOD inputs to National Defence and Security Policies. Participate in DOD strategic processes. Monitor the national policy environment and identify the need for new defence policies and/or policy changes. Draft policy discussion documents and position papers. Provide specialist defence policy advise to the DOD.
- ENQUIRIES APPLICATIONS** : Mr S.K. Naidoo Tel No: (012) 355-5604 or Ms Z. Slabbert Tel No: (012) 355-5634.
: Department of Defence & Military Veterans, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or hand delivered to: ARMSCOR Building CNR Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001.
- POST 25/27** : **ASSISTANT DIRECTOR DEFENCE POLICY FORMULATION REF NO: DPSP/30/25/22/02**
: Directorate: Defence Policy
: Strategy and Planning Division
: Chief Directorate: Defence Policy
: Directorate: Defence Policy Formulation
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Bachelors/Advanced Diploma in Political Science, Strategic Studies, Defence Economics or Journalism (NQF Level 7). Supervisory experience is required. Must be able to obtain a secret security clearance and valid driver's license within a year. Special requirements (Skills needed): Knowledge of the DOD and its mission, strategic objectives and business plans is essential. Ability to conduct research and a knowledge of public policy formulation processes will be a recommendation. 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** : Support and assist with the compilation of research reports and position papers on Defence matters for the purpose of formulating Defence Policy. Manage and scan the policy and strategic environment. Collate and coordinate DOD and/or inter-departmental inputs for the formulation of National Defence Policies. Provide the necessary support and assistance for formulating Defence Policy. Participate in the Division's administrative processes that affect the Directorate's mandate and functions. Manage a database of information collected/gathered by the Directorate.
- ENQUIRIES APPLICATIONS** : Mr S.K. Naidoo Tel No: (012) 355-5604 or Ms Z. Slabbert Tel No: (012) 355-5634.
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or hand delivered to: ARMSCOR Building CNR Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001.
- POST 25/28** : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/6/1**
: Financial Management Division
: Chief Directorate: Budget Management, SA Navy BMO, Fleet Budget Management
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Cape Town (Western Cape)
: Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma with Finance/Accounting related subjects with a minimum of three years Budget Management experience on post level 7 or Grade 12 certificate with finance related subjects with a minimum of seven years Budget Management experience on post level 7. Knowledge of Financial Management Systems (FMS)/IC/BAS/PERSAL/PERSOL and other financial systems and able to draft complex programs in this regard as well as basic knowledge of database design and computer programming with a thorough knowledge of MS Excel and Word. Sound mathematical and problem solving ability. Well-developed verbal and written communications skill, able to maintain good interpersonal relations, adaptable and resourceful. Ability to conduct training and to do presentations at all level of the

Department. Ability to work effectively and very accurately with figures. Ability to effectively function as part of a team. Receptive to work-related suggestion/ideas and decisive/persevering iro task finalization. In the possession of RSA/DOD valid driver's license.

DUTIES : Guide and participate in the preparation, consolidation and review of plans and capturing of commensurate budgets on the DOD Financial Management System. Compile the Fleet MTEF (EOE) submission. Provide assistance to Client regarding general budgeting and financial reporting requirement, including costing, historical trends, etc. Create, implement and monitor processes and procedures to promote expenditure regularity and propriety. Drive financial governance procedures, internal controls and risk management. Monitor spending, provide forecasting and drive corrective measures to ensure business within plan and budget. Secretary of the Financial Management Committee (FMC). Consider and co-approve, decline or refer expenditure requests and fund re-allocations, including system transaction on the DOD Financial Management System. Obtain input and prepare financial reports, including prescribed monthly, quarterly and annual reports and commentary on performance variances. Identify and reports financial irregularities and potential problems. Advise on the financial implications and consequences of Client business decisions. Provide input on Client strategies and plans to improve business performance, monitoring and internal controls. Perform all generic administrative responsibilities associated with managing an office.

ENQUIRIES : Ms Y. Kweyama Tel No: (021) 787 - 4613

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)

NOTE : Preference will be given to African males, Coloured males, Coloured females and Persons with Disabilities.

CLOSING DATE : 22 July 2022 at 16:00.

POST 25/29 : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/6/2**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Final Pay)

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 relevant working experience on a post level 5 or equivalent or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years relevant working experience on a level 5 post or equivalent. Computer literate (MS Office packages). Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of Financial Systems in the DOD/Public Service/Private Sector, including Persol/Persal. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus, severance packages, pay housing allowance, adjustments, boarding and lodging, leave without pay, salary adjustments, and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Senior State Accountant regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks Supervision, guiding and training of Finance Clerks

resorting under the control of this post. Capturing of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

- ENQUIRIES** : Mr J.G. Lottering Tel No: 012 392 2417
- 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** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities.
- CLOSING DATE** : 22 July 2022 at 16:00
- POST 25/30** : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/6/3**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments, Salaries
- 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 relevant working experience on a post level 5 or equivalent or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years relevant working experience on a post level 5 or equivalent. Knowledge in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL/PERSAL mainframe in the Department of Defence (DOD)/Public Service or other similar system used in the Private Sector. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects.
- DUTIES** : Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of Finance Clerks who resort under the control of this post at the Directorate Personnel Payments (DPP). Constant collaboration and communication with the Senior State Accountant Salaries regarding all functions coupled to the post. Coordinating administrating related tasks
- ENQUIRIES** : Mr J.G. Lottering Tel No: 012 392 2417
- 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)
- NOTE** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities.
- CLOSING DATE** : 22 July 2022 at 16:00

- POST 25/31** : **FINANCE CLERK REF NO: CFO 22/6/4**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (Final Payment)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer Literate (MS Office packages). 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 regard 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 drivers. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorata bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. 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 APPLICATIONS** : Mr J.G. Lottering Tel No: (012) 392 2417
 : 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** : Preference will be given to African males, White males, Indian males, Indian females, Coloured males and Persons with Disabilities are encouraged to apply.
- CLOSING DATE** : 22 July 2022 at 16:00.
- POST 25/32** : **FINANCE CLERK REF NO: CFO 22/5/10**
 Finance Management Division
 Chief Directorate: Budget Management, SA Army Infantry Formation, Budget Management Office
 Re-advertised, applicants who previously apply no need to re-apply
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer literate (Microsoft package). 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 drivers license. Basic knowledge of Financial Policy and PFMA, budget process as well as the basic financial functions in the Public Service / Private Sector.
- DUTIES** : 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.

- 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 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** : Preference will be given to African males, White males, Indian males, Indian females, Coloured males and Persons with Disabilities are encouraged to apply.
- CLOSING DATE** : 22 July 2022 at 16:00.
- POST 25/33** : **FINANCE CLERK REF NO: CFO 22/5/11 (X2 POSTS)**
Re-advertised, applicants who previously apply no need to re-apply
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Finance Management Division, Chief Directorate Financial Services, Directorate Financial Control Services, Loss Administration Section, Pretoria.
- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with Finance/ Accounting related subjects. Computer Literate (MS Office packages). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different divisions, bases and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. 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. 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).
- 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** : Ms M.L. Mabasa Tel No: 012 392 2564
- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137,Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street,

Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE : Preference will be given to African males, White males, Indian males, Indian females, Coloured males and Persons with Disabilities are encouraged to apply.

CLOSING DATE : 22 July 2022 at 16:00.

POST 25/34 : **FINANCE CLERK (X4 POSTS)**
 Financial Management Division
 Directorate: Stores, Services and Related Payments (DSSRP)
 Finance Accounting Service Centre

SALARY CENTRE : R176 310 per annum (Level 05)
 : FASC Durban Ref No: CFO 21/6/7A (X2 Posts)
 : FASC Garrison Ref No: CFO 21/6/7B (X2 Posts)

REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver's licence. Basic knowledge of financial and accounting processes. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.

DUTIES : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies in to the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.

ENQUIRIES APPLICATIONS : Ms D.A. McCOSH Tel No: (012) 392 2893/2892
 : 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 : Preference will be given to Gauteng Province (African males, Indian females, Indian males and Coloured males), KwaZulu-Natal (Africans males, Indian males and Indian females) and Persons with disability to all provinces.

CLOSING DATE : 22 July 2022 at 16:00.

POST 25/35 : **FINANCE CLERK REF NO: CFO 22/6/8**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Finance Support Services, Specialized Finance Services, Administration Support

SALARY CENTRE : R176 310 per annum
 : Pretoria

- REQUIREMENTS** : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate (MS Word, Excel and PowerPoint). Analytical thinking ability and problem solving skills. Ability to compile effective reports, letters memorandums, minutes and statistics. Excellent communication skills (verbal and written). Teamwork, but also able to operate independently. Trustworthy, reliable with good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Able to handle routine tasks of repetitive nature. Must be able to obtain a confidential security clearance within a year. Added advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience in the procurement environment (demand and supply). Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes. Being in the possession of valid RSA/Military drivers.
- DUTIES** : Provide supply chain functions and services within the procurement environment. Manage the petty cash system for the directorate. Compile/submit management reports. Receive, register and administer new demands/request from clients. Maintain a procurement register. Assist in checking and verifying of items received and items issued to and from clients. Ensure that assets are tagged and captured in the Asset Register. Ensure that all transactions are reconciled not later than the prescribed period. Ensure that Receipt Vouchers (RV's) are printed. Assist the purchasing officer whenever required with procurement for the Division. Utilise the Financial Management System (FMS) to verify availability of funds and the correctness of series before a petty cash transaction is submitted for approval to the procurement officer, budget holder and the budget manager. Ensure the effective, efficient, economic and management of all resources under the control of this post.
- ENQUIRIES** : Mr L.S. Khotle Tel No: (012) 392 2557.
- APPLICATIONS** : 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** : Preference will be given to African males, White males, Indian males, Indian females, Coloured males and Persons with Disabilities are encouraged to apply.
- CLOSING DATE** : 22 July 2022 at 16:00.
- POST 25/36** : **FINANCE CLERK REF NO: CFO 22/6/9**
Financial Management Division
Chief Directorate: Budget Management Chief Corporate Staff, Military Police FMO
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate with finance/accounting related subjects. Knowledge of Computer literate and skilled in Word, Spreadsheet, (Excel) and PowerPoint. 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. A minimum of one year relevant experience in the relevant field. Valid driver's licence and willing to travel on short notice and when required. Knowledge of budget expenditure and budget control. Knowledge of the Public Finance Management Act and Treasury Regulations
- DUTIES** : Keeping roll-call Register up to date. Recording of documents received and the distribution of documents to Sub-Divisions falling under Corporate Staff Budget Manager. Assist in the capturing of budget and expenditure control reports as well as capturing of Financial Authorities (FA) in the system. Answer office telephones. Assist in the preparation of all assets for all finance officials under CCSFMO.
- ENQUIRIES** : Mrs M.K. Esterhuysen Tel No: (012) 355 5164

- APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Preference will be given to African males, White males, Indian males, Indian females, Coloured males and Persons with Disabilities are encouraged to apply.
- CLOSING DATE** : 22 July 2022 at 16:00.