

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 18 November 2022 at 16:00. (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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 initialled, signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). In terms of circular no 19 of 2022 on practice notes on the Z83 application for employment and other related matters the following must be considered in relation to the completion of the new Z83 form by applicants: Part A all fields must be completed. Part B all fields must be completed in full except when passport number: South African applicants need not provide passport numbers, applicant has responded "no" to the question are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State. If yes, "(provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C all fields must be completed. Part D all fields must be completed. Part E, F and G: noting that there is limited space provided often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license *etc*) 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. 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) only when shortlisted. All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. 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. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be

acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

OTHER POSTS

POST 42/08 : **DEPUTY DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: DIMS/40/59/22**
DPSP Division (Integrated Management Systems Directorate)

SALARY : R882 042 per annum (Level 12)
CENTRE : Erasmuskloof, Pretoria
REQUIREMENTS : An appropriate three-year diploma or degree (NQF Level 6/7) with 5 years relevant experience in the Management Services environment. Completion of the Management Services/ Organisational and Work Study Course and Advanced Management Development Program will be an added advantage. Minimum 3 – 5 years' experience in Business Architecture and process mapping. Special Requirements (Skills needed): Good knowledge of relevant public sector Policies, Legislation, Regulations and Acts. Problem solving and decision-making skills. Good communication skills (written and verbal). Computer literacy. Sound Interpersonal relations and high level of professionalism. Highly reliable. Self-motivated and flexible. Must be able to obtain a security clearance within a year.

DUTIES : The successful candidate will be expected to perform the following functions: The development/management of DOD Business Process Management Policy, Guidelines, Instructions and Directives. The management of the DOD Business Process Management projects and interventions. The management of the DOD Business Process Management Inventory and Repositories. The provision/management of the DOD Business Process Management Training as the Functional Competency Authority. The effective and efficient administration/management of the Business Process Management Resources. Mr D. Subramoney, Tel (012) 355 5060/Ms L.N. Masenya, Tel (012) 355 5060.
ENQUIRIES :
APPLICATIONS : Department of Defence, Directorate Integrated management Systems, Private Bag X161, Pretoria, 0001 Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

CLOSING DATE : 25 November 2022 at 16:00.

POST 42/09 : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/9/1**
Finance Management Division
Chief Directorate Budget Management
Directorate: Budget Management Office SAMHS, SA Military Health Services

SALARY : R321 543 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience in Budget management or Grade 12 certificate with finance/accounting related subjects and a minimum of seven years relevant budget management experience. At least three years practical experience at a Finance Clerk Supervisor level or equivalent. Proficient in financial regulatory frameworks in the Public/Private sector, augmented with sound working knowledge of both finance and procurement policies, processes and procedures. Best practice budget management skills including the drafting of submission of decision briefs; estimates of expenditure, and revenue; cash flow plans presentations to and for clients; and providing sound financial advice to clients to ensure informed decisions. Proficient in Microsoft Office Excel, Word and Presentation. Ability to both lead a team and work as a team. Accuracy and an eye for detail. Abilities: Ensure, enhance and apply the department system of financial management and internal control, inclusive of budget preparation, budget control, and reporting and financial misconduct management. Demonstrate ability to write programme to extract management information from a central data repository in accordance with Clients reporting/information requirements. Emotional intelligence for problem management, responding appropriately under difficult situations towards

- senior and military personnel, negotiate and deal with Clients efficiently whilst functioning with little to no direct supervision. Must be in possession of valid RSA driver's license/military drivers licence and willing and able to travel as and when required. Minimum security clearance of confidential.
- DUTIES** : Ensure good financial management of the SAMHS Headquarters and its varied internal clients. Financial planning, forecasting, budgeting and costing. Financial control over expenditure. Financial decisions making, analysis and the evaluation of financial compliance and performance. Compile and present reports, presentations and submissions as required by external stakeholders or internal Clients. Assisting with formulation and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 4 as well as preparing budgeting and expenditure control documentation. Assisting with the financial authority process. Preparing monthly early warning report for C Fin. Assisting with on-site informal audit of Military Health Formation Budget Management Offices as to their compliance to prescripts. Participating in Expenditure Control Committee meetings. Assisting in the preparation of management reports for the client through development of information centre reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Participating in preliminary investigations in regard to potential irregularities and compiling of required reports for submitting to GOC and SAMHS BM. Managing of all personnel, assets and material resorting under control of this post.
- ENQUIRIES APPLICATIONS** : Mr A.P. Du Pisani Tel No: (012) 367-9075
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, 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 are encouraged to apply.
- POST 42/10** : **FINANCE CLERK REF NO: CFO 22/9/2**
Finance Management Division
Directorate: Stores, Services and Related Payments
Sub Directorate: Medical Payments
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Lyttleton, Pretoria
: Minimum requirements: Grade 12 Certificate with Finance/ Accounting subjects. Computer literate (MS Office software packages). Orientated towards teamwork and able to effectively communicate with other personnel, medical practitioners, South African National Defence Force (SANDF) members and Public Service Act Personnel (PSAP). Receptive to work related suggestions and ideas and persevering in terms of task finalisation. Hard working, loyal and dedicated. Added Advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Basic knowledge of Financial and Accounting processes. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability in understanding, interpret and correctly applying of financial policy and prescripts.
- DUTIES** : Timely payment of medical invoices. Utilising the Finance Management System (FMS) to correctly process payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Answer enquiries regarding payment of medical accounts/invoices. Do enquiries on PERSOL regarding the medical details of SANDF members. Prepare accounts for payment. Strictly and correctly apply all policy prescripts and regulations regarding the payment of medical accounts. Assist in general office administration, filing, duplicating of documents, collecting and delivering documentation.
- 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 (Please use reference number not post number).
- NOTE** : Preference will be given to African males, African females, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.

<u>POST 42/11</u>	:	<u>FINANCE CLERK (X11 POSTS)</u> Financial Management Division Directorate: Stores, Services and Related Payments (DSSRP) Finance Accounting Service Centre
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05) FASC Potchefstroom, North West Ref No: 22/9/3A (X3 Posts) FASC Lohathla, Northern Cape Ref No: CFO 22/9/3B FASC Hoedspruit, Phalaborwa Ref No: 22/9/3C FASC Lenz, Johannesburg Ref No: 22/9/3D (X2 Posts) FASC Youngsfield, Cape Town Ref No: 22/9/3E (X2 Posts) FASC Port Elizabeth, Eastern Cape Ref No: 22/9/3F FASC Waterkloof, Pretoria Ref No: 22/9/3G
<u>REQUIREMENTS</u>	:	Grade 12 certificate with Finance/Accounting subjects. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescriptions. 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 or 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Preference will be given to Western Cape Province (African males and Coloured males), Northern Cape (White males and Coloured males), Limpopo (African males), Eastern Cape (African females and Coloured females), North West (African males and White females), Gauteng (African males, African females, Indian males, Indian females, and Coloured males) and Persons with disability to all provinces Reception (Please use reference number not post number).
<u>POST 42/12</u>	:	<u>FINANCE CLERK REF NO: CFO 22/9/4</u> Finance Management Division Chief Directorate: Financial Services, Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Erasmuskloof, Pretoria Minimum requirements: Grade 12 Certificate with finance/ accounting related subjects. Sound reasoning, mathematical and problem solving abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related

suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Reasoning and basic problem solving ability. Good verbal and written communication skills. Added advantage: Post matric qualification in Finance related field. A minimum of one year relevant experience. Experience in Risk Management and/or Audit Reports Management. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts.

DUTIES

: Assist and support the Risk Manager in all routine matters related to Risk and Audit Reports Management iro the Department of Defence. Continuous liation with the General Registry office to ensure that all Risk Management documentation and correspondence are timeously routed and/or forwarded to the Risk Management Section. Immediate recording of all incoming correspondence in the Incoming Post Register and submitting thereof to the Risk Manager for his/her action. Continuous monitoring of outgoing correspondence from the Risk Manager and the Assistant Director Risk Management, ensuring that such documentation is recorded in the Outgoing Post Register and ensuring that all outgoing correspondence is dispatched/delivered on time. Effectively managing and controlling the Audit Reports and Risk Management files. Rendering of general support service wrt the timeous finalisation of SCOPA Resolutions. Distributing the agendas and minutes to all members of the Accountability Management meetings. Receiving, preparing and submitting of Auditor General invoices for payment assistance with the collection and payment of private telephone monies. Complying with the Risk Management Standards of the Department of Defence.

ENQUIRIES

: Mr V. Blaar Tel No: (012) 355-5590

APPLICATIONS

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