

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 09 December 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: [tps://www.dpsa.gov.za/newsroom/psvc/](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. 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)

**ERRATUM:** Kindly note that the post of Messenger with Ref No: SIGFMN/56/44/22/20 advertised on Public Service Vacancy Circular 44 dated 18 November 2022 with the closing date of 09 December 2022, the salary notch have been amended as follows: R107 196 per annum Level 02.

#### **OTHER POSTS**

- POST 45/68** : **SENIOR STATE ACCOUNTANT REF NO: CFO 22/10/1 (X3 POSTS)**  
Financial Management Division  
Chief Directorate: Accounting  
Directorate: Personnel Payments, Salaries
- SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum requirements: Grade 12 certificate plus a B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with Finance/Accounting related subjects with a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge 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 subordinates who resort under the control of this post. Ensure that all salaries and Allowances for Permanent and No Permanent employees of DOD including Part Time Force members are paid within the cut off dates. Approving and authorizing of salaries and allowances related transactions. Ensure that all pro-rata salaries or allowances and pay progressions are accurately calculated. Ensure compliance of policies and procedures within salaries unit. Clearing and compiling salaries related suspense accounts. Taking over problem cases, to follow up with CD HRM and finalizing them. Attending to queries relating to payment of salary and allowance. Calculating, disallowing and recovering salary overpayments. Evaluating staff quarterly and assessing staff annually. Submitting Bi-annual and Annual tax reconciliation (EMP 501) to SARS for Department of Defence. Preparing monthly (EMO201) and annual tax reconciliation, Distributing of IRP 5-Tax certificates and Responding for tax queries. Issuing of Duplicate and handwritten IRP 5- Tax certificates. Calculating tax on handwritten salary payment/disallowance. Working through tax reports to ensure that IRP 5- Tax certificates print correctly and requesting tax directives with SARS. Administration of Pension deduction payment to GEPP for employees within the DOD. Monitor all relevant account balances and transaction on FMS. Distribution of all DOD members' salary to Bank Serv. Human Resource related duties: Manage all personnel related issues within the section. Long Service Awards: Administer applications for long service awards within the Financial Management Division. Management and Administration of DPP Accounts Control. Manage and administer all Accounts in use by DPP in collaboration with DPP and DCA. Manage and Administer Foreign Management and Administration of Operational Deployments. Manage and Administer Operational Deployments payments for DPP and Defence Intelligence. Management and Administration of DPP Accounts Control. Manage and administer all Accounts in use by DPP in collaboration with AD Salaries, DDPP and Directorate Central Accounts. Personnel Payments (DPP). Constant collaboration and communication with the Assistant Director Salaries regarding all functions coupled to the post. Coordinating administration related task.

- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering Tel No: (012) 392 2314  
 : 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** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities are encouraged to apply. Please use reference number not post number.
- POST 45/69** : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/10/2**  
 Financial Management  
 Chief Directorate: Accounting  
 Directorate: Stores Services and Related Payments  
 Sub-Directorate: Cash Payments
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Pretoria  
 Minimum requirements: Grade 12 certificate plus a B Degree/ three year National Diploma Finance/ Accounting with 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. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply financial policies and prescripts. Computer literate in Microsoft Office software packages and financial systems. Thorough knowledge of financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving abilities. Ability to effectively compile and present reports. Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions/ideas. Decisive and persevering regarding task finalization. Positive, loyal, creative and trustworthy. Added advantage: Being in a possession of a valid RSA/Military drivers license.
- DUTIES** : Verifying of cash purchases and sundry transactions in accordance with prescribed policy. Executing enquiries on Central Advance System (CAS) transaction. Approving of Accountant and Sub-Accountant Approval Sundry transactions daily. Monitoring of Sub-Advance Accounts uncompleted events regularly. Processing of queries arising from Sub-Advance Accounts. Following up of irregularities and losses on Disallowance Accounts. Compiling and approving of journals. Checking and final approval of Travel Agent invoices. Ensure the timely payments of Travel Agent. Management of payments for the Cash-in transit security services. Management of suspense, disallowance and link accounts. Assisting in responding to audit requests and queries. Ensure the safekeeping of all transaction supporting documentation for audit purpose in accordance with prescripts. Provide training, guidance and development of subordinates or personnel. Managing and supervising all resources under control of this post.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392-2916  
 : 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.
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- POST 45/70** : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/10/3**  
 Financial Management Division  
 Chief Directorate: Accounting  
 Directorate: Stores, Services and Related Payments  
 Sub-Directorate: Cash Payments
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
 : Region 1 (Revenue Management), Pretoria  
 : Minimum requirements: Grade 12 certificate plus a B Degree/ three year National Diploma Finance/ Accounting with 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. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply Financial policies and prescripts. Computer literate in Microsoft Office software packages and financial systems. Thorough knowledge of financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving abilities. Ability to effectively compile and present reports. Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions/ideas. Decisive and persevering regarding task finalization. Positive, loyal, creative and trustworthy.

**DUTIES** : Facilitate sufficient cash on hand in domestic advance accounts and at Cash Offices on Department of Defence Level 4, by processing cash replenishments, cash withdrawals and journal transactions, as well as providing advice and assistance to internal- and external role-players. Monitor/control/report on the execution of the Cash-, General Accounting- and related functions by processing bank reconciliations, daily exception reports, cash withdrawal certifications, as well as compiling/submitted the prescribed management reports, information and statistics. Administrate Financial Misconduct by vetting and reporting all incidents. Ensure effective, efficient and economic use of allocated resources. Supervise Human Resources by providing strong and disciplined leadership to subordinates, as well as training, guiding and developing them.

**ENQUIRIES** : Mr A. Johnston Tel No: (012) 392-2876  
**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.

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**POST 45/71** : **FINANCE CLERK REF NO: CFO 22/10/4**  
 Finance Management Division  
 Chief Directorate: Financial Services  
 Directorate: Financial Support Services, Contract Admin

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Minimum requirement: Grade 12 certificate with finance related subjects. Computer literate (MS Word, Excel and PowerPoint). Good presentation skills. Good communication skills (verbal and written) and ability to communicate at all management levels. Ability to compile effective reports, letters, memorandum, minutes and statistics. Teamwork, but must also be able to operate independently. Trustworthy and reliable with good interpersonal skills. Able to handle routine tasks of repetitive nature. Added advantage: Post matric qualification in Finance/Accounting/Law related field. A minimum of one to two years relevant experience in contract management or administration environment. Knowledge of general contract Administration/Management fundamentals. Knowledge and application of the Public Finance Management Act (PFMA), Treasury Regulations and Prescription Act. Be in the possession of valid RSA/Military drivers license and if not in possession of a military license, be able obtain one within a year.

**DUTIES** : Perform general office administration tasks. Receive, register and administer new contracts for studies, incentive scheme for pilots, navigators, technical officers, Special Forces operators and other agreements. Maintain and update the contracts/agreements (Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Collect, deliver, dispatch documentation for the section and the Service and Divisions. Maintain filing and archiving of contract system. Attend to telephonic enquiries and queries. Draft and type letters, memorandums, signals, minutes and other contract related documents. Assist in the execution and co-ordination of administrative tasks. Provide secretarial functions at meetings when required. Capture and update contract files on the database. Process the officials' reimbursement applications for studies. Submit

monthly reports and statistics to the supervisor. Liaise with contract and career managers across the Arms of Services and Divisions

**ENQUIRIES**  
**APPLICATIONS**

- : Mr L.S. Khotle Tel No: (012) 392 2557
- : 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**

- : Preference will be given to African males, African females, Indian males, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply. Please use reference number not post number