

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 03 November 2023 (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 DPISA 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 only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. 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.

## MANAGEMENT ECHELON

- POST 37/13** : **CHIEF DIRECTOR BUDGET MANAGEMENT REF NO: FMD/05/37/23/01**  
Financial Management Division  
Chief Directorate Budget Management
- SALARY** : R1 371 558 per annum (Level 14), all-inclusive salary package per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent certificate plus B Com Degree (NQF Level 7) with Accounting, Management Accounting or Economics as a major subjects and a B Com Hons or Post Graduate Financial Degree (NQF Level 8) will be an added advantage. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry> programme, submitted prior to finalisation of an appointment. A minimum of five (5) year experience at Senior Management Service level. Financial Accounting, Management Accounting and Budgeting at Senior Management (SMS) level. Special Requirements (Skills needed): Extensive knowledge is required of Government policies, Departmental policies, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government. Knowledge is also required on planning and organising, continuous improvement and service delivery, strategic direction/management, the Public Finance Act, National Treasury Regulations, and public service/departmental financial systems. Skills as well as experience are required from the candidate in providing direction on policy, strategic management, business system and people management. Skills are also required on and Microsoft Office

packages, leadership, facilitating with Top-level management, planning and programming. The candidate must have the ability to analyse, to exercise conceptual thinking, resolve problems and be able to effectively communicate verbally as well as in writing. Personal qualities of honesty, integrity, hardworking, being firm and fair, ethical, intuitive thinker, being incisive and decisive and be a good team player. The successful applicant will be expected to enter into a performance agreement and obtain a Department of Defence's Top Secret security clearance as a prerequisite.

**DUTIES** : The Chief Director Budget Management (CDBM) will report to the Chief Financial Officer in executing his/her responsibilities. CDBM must provide strategic direction to manage and administer the Chief Directorate Budget Management. This is done by means of providing comprehensive budget management direction, business plan, budget and cash flow plans for the execution of the decentralised budget management function within the Service/Division where budget managers are employed. Provide a budget preparation service to the DOD in ensuring comprehensive budget guidelines which is based on the departmental strategy and plan and which reflects a sound division of revenue of each year. Also ensuring a thoroughly evaluated, approved, accepted and sound budget submission according to the specifications of the Treasury Guidelines on Preparing Budget Submissions, based on the Departmental strategy, plan programme and priorities. Provide a budget control service to the DOD by means of overseeing all legislative reports such as early warning, adjustments budget, virements and financial inputs to the financial statements which comply with the PFMA, TR and NT instructions/guidelines. Provide a budget management (budget and budget control) service to the DOD by ensuring comprehensive and sufficient budget management organisational structure with well managed and capable staff. Provide budget management systems, policies, internal controls, reports and oversight for the DOD and subordinate entities in accordance with Government's regulatory framework. Adequately assist and represent the CFO with regards to budget management functions. Direct and manage the implementation of a sound labour and service system for dealing with grievances of members and employees.

**ENQUIRIES** : Mr A.E. Abotsi Tel No: (012) 355 5050  
**APPLICATIONS** : Applications must be submitted to: 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 5 at Reception.

**FOR ATTENTION** : Financial Management Division, DFSS, Career Management Section  
**NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males and Persons with Disabilities. Please use reference number not post number.

**POST 37/14** : **PERSONAL ASSISTANT TO THE MILITARY OMBUD REF NO: MO/02/37/23/01**

**SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Office of the Military Ombud, Eco Park Highveld, Centurion.  
**REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Administration/Business Administration or related field as recognized by SAQA. A minimum of Five (5) years middle management experience providing support to executive and or administrative function. Valid Driver's License. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry> programme, submitted prior to finalisation of an appointment. Special Requirements (Skills needed): Proven experience in applicable regulatory framework such as; Public Service Regulatory Framework, Public Finance Management Act, Labour Relations Act, project management principles and methodology, Competence in Microsoft Office Suites, Change management, People management, Strategic management and leadership, Financial Management, Project management, Excellent written and verbal communication skills. Excellent interpersonal and stakeholder management skills to effectively

- engage with diverse stakeholders, report reporting writing and presentation skills.
- DUTIES** : Provide strategic support to the Executive; Develop and implement effective administrative measures, management of resources, management of the operations of the executive office, internal and external liaison, manage engagements of the executive with stakeholders and other institutions, logistical support, project coordination, executive office planning, reporting and risk management, service delivery innovation, quality assurance for the executive, ensure coordination of travel arrangements for the executive, ensure coordination and arrangement of meetings of the Executive. Oversee the diary of the Executive.
- ENQUIRIES APPLICATIONS** : HR Ms J. Dicker/Ms N. Kitsile Tel No. (012) 676 3840/2.  
: Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157

#### **OTHER POSTS**

- POST 37/15** : **LEGAL ADVISOR REF NO: MO/02/37/23/02**
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive salary package  
: Office of the Military Ombud, Eco Park Highveld, Centurion  
: Grade 12 (NQF Level 4) or equivalent with Bachelor's Degree/ Advanced National Diploma (NQF Level 7) in LLB or Equivalent Legal Qualification. A relevant postgraduate qualification or admission as an attorney or advocate will be an added advantage. At least five (5) years' experience as a legal advisor or in a legal advisory role in the public sector or similar environment. Special Requirements (Skills needed): The position requires experience in providing professional, credible and quality-assured legal services. Knowledge of and experience in the relevant branches of the Law such as constitutional law, administrative law, interpretation of statutes, defence legislation, labour law, Law of Contract, etc. Experience in drafting of legal opinions, contracts, Memorandum of Agreements (MoA's), Memorandum of Understandings (MoU's), Service Level Agreements (SLA's) etc. Knowledge of and experience with the Promotion of Access to Information Act, (Act No.2 of 2000). Experience with Alternative dispute resolution processes. Knowledge and experience with litigation processes and procedures. Knowledge of and experience with legal compliance and organisational governance. Knowledge of and experience with Labour Relations disputes. Proven ability to analyse complex legal issues, think critically, and provide practical recommendations. Excellent written and verbal communication skills. Excellent interpersonal and stakeholder management skills to effectively engage with diverse stakeholders and promote legal understanding within the defence environment. Proficient in Microsoft Office Suite (Excel, Word and PowerPoint). A valid driver's license.
- DUTIES** : The successful candidate will be reporting to the Director Legal Services, Providing legal advice and guidance to the Office governance structures and members of management, including the review of investigation reports. Manage litigation and disputes involving the Office. Draft and vetting legal contracts, MOU's, MOA's, SLA.s, and assess the risks and benefits to the Office, conduct legal analysis and research with regard to Investigation reports and legal matters pertaining to the Office. Maintain a litigation and dispute register. Ensure statutory compliance with the Promotion of Access to Information Act, 2000, (Act No.2 of 2000). Stay informed about relevant legal developments and changes in the Law, and advise the Director Legal Services accordingly.
- ENQUIRIES APPLICATIONS** : HR Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2.  
: Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.
- NOTE** : The post is not linked to Occupation Specific Dispensation (OSD) for Legal qualified people. Short-listed candidates will undergo competency test and it will form part of the selection process.
- POST 37/16** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: MO/02/37/23/03**
- SALARY CENTRE** : R527 298 per annum (Level 10)  
: Office of the Military Ombud, Eco Park Highveld, Centurion.

- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent with National Diploma (NQF Level 6) in Logistics Management/Supply Chain Management/Public Management as recognized by SAQA. A Minimum of three (3) years' experience in providing Public Sector Supply Chain Management/Logistical Support at management level. Special Requirements (Skills needed): Knowledge of Public Sector procurement process, Knowledge of supply chain management policy framework, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations. Strategic management skills, Planning, reporting and risk management skills, Competence in Microsoft Office Suite, Project Management Skills, Report writing skills, people management skills, Policy drafting skills, strong written and verbal communication skills. Strong interpersonal and stakeholder management skills to effectively engage with diverse stakeholders, time management skills, data analysis and interpretation skills, problem solving skills. Valid Driver's License.
- DUTIES** : The successful candidate will be performing the following core functions: Demand Management. Procurement Management. Logistic Management including transport management. Inventory and Asset Management. Verify assets purchases, Disposal Management. Facility Management. Strategic Management within the SCM environment. Compile procurement plan, Contract Management, Compilation, updating and ensuring of a Supply Chain Management policies and procedures and effective systems in line with relevant legislation. Institute internal controls to ensure compliance to legislative and policy requirements.
- ENQUIRIES** : HR Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2.  
**APPLICATIONS** : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.
- POST 37/17** : **ACCOUNTING CLERK: SUPERVISOR REF NO: FMD/05/37/23/02**  
 Division: Finance Management  
 Directorate: Central Accounts  
 Sub-Directorate: Debtors Accounts
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Bloemfontein  
**REQUIREMENTS** : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two (02) years relevant experience on a post level 5 or equivalent, or Grade 12 certificate with finance/accounting related subjects with a minimum of three (03) years relevant experience on a post level 5 or equivalent. More working relevant years of experience as Finance Clerk will be an added advantage. Special Requirements (Skills needed): Computer literate in MS Word, Excel and Access. Literacy regarding the Financial Management System (FMS) and PERSOL/PERSAL mainframe programmes utilized in the Department of Defence (DOD)/ Public Service and Private Sector would be a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures regarding departmental debt as well as the related accounting transaction and actions. Sound reasoning, mathematical and problem solving ability. Ability to effectively liaise and communicate with clients, debtors and management, both verbally and in writing. Good supervisory skills, positive, creative, possess sound judgemental ability.
- DUTIES** : Render support and assisting in managing, controlling, following up and maintaining current as well as new departmental debt within the Department of Defence (DOD). Implementing effective actions and procedures to efficiently recover and control outstanding debts from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Liaising and corresponding with the State Attorney as and when required. Regularly controlling and checking all accounting transactions relating to the debtor accounts control functions. Ensure that all related documentation, correspondence and file are recorded and kept safely for audit purposes. Constant collaborating, liaising and communicating with the Senior State Accountant in control of the section. Executing all other related functions and duties as per the prescription of the Public Finance Management Act (PFMA), Treasury Regulations (TR) and other related policies. Effectively supervision all personnel, assets, information and material under his/her control.
- ENQUIRIES** : Mr K.O. Nyamane Tel No: (012) 392-2778

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- FOR ATTENTION NOTE** : Financial Management Division, DFSS, Career Management Section  
: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Indian females, Coloured males and Persons with Disabilities. Please use reference number not post number.
- POST 37/18** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/05/37/23/03**  
Finance Management Division  
Directorate: Stores, Services and Related Payments  
Sub Directorate: Medical Payments
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Lyttleton, Pretoria  
: Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special Requirements (Skills needed): Basic knowledge of financial and accounting processes. 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. 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 N. Bhengu Tel No: (012) 392 3110  
: 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 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.