

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 24 April 2026 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. 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 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. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates including SMS will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 shortlisted 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 12/17** : **ASSISTANT DIRECTOR: FINANCE RISK MANAGEMENT REF NO: FMD/01/12/26/01**
Finance Management Division, Chief Directorate Financial Services Directorate Financial Control Services (Finance Risk Management)
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823 per annum (Level 09)
: Pretoria
: Grade 12 (NQF Level 4) or equivalent, with a Bachelor's Degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Computer literate and working knowledge of MS Word, Excel, and Database application, with audit and Risk Management skills. Well-developed reasoning, mathematical, as well as problem solving ability. Good communication and negotiating skills. Knowledge of relevant legislation and prescripts. Proven ability to function independently. South African citizenship, willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Effectively identify financial risks within Finance business processes and facilitate annual risk assessments and implementation of action plans. Maintain

the risk database of the FMD. Serve on the Consultative Risk Management Forum of the DOD. Issue Risk Management guidelines that must be adhered to when FMD Business Plans are compiled. Monitor and ensure that risks are managed in accordance with Risk Management Plans submitted by the various Finance Managers. Draft monthly reports wrt the status of risks being managed by the Finance Managers. Assess Audit Management Reports (internal and external) to determine whether finance risks were found and what treatment is required. Liaise with Finance Managers regarding the management, reporting and treatment of risk. Provide training wrt Risk Management when and where required. Monitor and maintain the integrity of the FMD Risk Management System. As and when required, conduct investigations to determine whether the internal control measures within the FMD are effective in preventing risks from occurring. Perform the annual risk assessment of the FMD. Provide guidance to FMD management regarding the treatment of risk. Ensure that management responses to all external (whole DOD) and internal (FMD only) audit findings are submitted to the auditors within the timeframes provided. Facilitate quarterly and monthly meetings between the external auditor (AGSA) and the DOD top management. Assist with the secretariat functions on meetings Director Financial Control Service is part of. Facilitate the preparation of responses to Portfolio Committee on Defence during and after annual hearings. Execute personnel management tasks wrt the personnel resorting under the control of this post.

ENQUIRIES : Ms A. Nkomo, Tel no: 012 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/18 : **ASSISTANT DIRECTOR: FINANCIAL MISCONDUCT REF: FMD/01/12/26/02**
 Finance Management Division, Chief Directorate Financial Services, Directorate Financial Control Services (Financial Misconduct)

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a Bachelor's degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Extensive knowledge of the application of the Public Finance Management Act, Treasury Regulations and all SCM prescripts. Well-developed verbal and written communication skills, with a strong command of the English language. Computer literate and advanced working knowledge of Word Processing, spreadsheets and database applications. Ability to effectively and correctly interpret and apply legislation and ability to communicate with senior stakeholders both internally and externally. Analytical and innovative thinking and well-developed reasoning and problem-solving ability. Proven managerial capabilities at middle management level with good communication, negotiating and presentation skills. Be able to function independently and strongly orientated towards teamwork. Must be willing and able to travel extensively at short notice.

DUTIES : Maintain the DOD unauthorized, irregular, fruitless and wasteful expenditure registers with accurate information. Consolidate the DOD financial misconduct report. Compile the unauthorized, irregular, fruitless and wasteful expenditure disclosure notes for the annual and interim financial statements. Provide secretarial services to financial misconduct related meetings. Provide accurate information to be presented at senior management meetings. Provide support to the Department in resolving unauthorized, irregular, fruitless and wasteful expenditure. Provide financial misconduct management training to the Department. Compile submissions and presentations to SMS and outside stakeholders. Prepare AGSA responses and audit files for the Annual audit, and as well submissions to National Treasury.

ENQUIRIES : Ms A. Nkomo, Tel no: 012 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton

building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/19 : **ASSISTANT DIRECTOR: REF NO: FMD/01/12/26/03**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a Bachelor's Degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Knowledge sound reasoning, mathematical, accounting and problem-solving ability with strong supervisory skills. Knowledge of relevant legislation and prescripts. Knowledge of computer systems in the Public Service/Private Sector, including Persol/Persal, MS Word and Excel, Bankserv and Telegraphic Transfers (TT). 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 of employees who are terminating service. Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Deputy Director regarding all functions and tasks coupled to the post. Manage and coordinate related administrative tasks. Supervision, guiding and training of Senior State Accountant, Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Authorising and approving all final payments related transactions on Persol and on the Financial Management System (FMS). Submitting Bi-annual and Annual tax reconciliation (EMP 501) to SARS for department of Defence. Preparing monthly (EMP201) and annual tax reconciliation. Distributing of IRP 5- Tax certificates and responding to tax queries Issuing of Duplicate and handwritten IRP 5- Tax certificates Calculating tax on handwritten salary payments/disallowance. Working through tax reports to ensure that IRP 5-Tax certificates print correctly and Requesting tax directives with SARS. Administration of Pension deduction payments to GEPP for employees within the DOD. Monitor all relevant account balances and transactions on FMS. Distribution of all DOD members' salary to Bank Serv. Administration of DPP Accounts Control: Manage and administer all Accounts in use by DPP. 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. Ensure that all day-to-day Bankserv and other miscellaneous transaction are authorised. Looking up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervising all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr J.G. Lottering, Tel: 012 392 2413
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/20 : **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/12/26/04**
Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services, Loss Administration Section

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a Minimum of three (3) years relevant working experience in Finance/Accounting. Special requirements/Skills needed: Knowledge and insight of the Public Service

financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, and Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Language proficiency in English. Ability to perform routine task. Interpersonal relations. Teamwork and Good work ethics. Supervisory skills and ability to train, develop and mentor junior and senior clerks in the section.

DUTIES

: Ensure that internal controls with regard to loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintain control over the internal Registry office and ensure that all incoming and outgoing correspondence, documents and files are effectively sorted, registered, filed and routed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up keeping of separate files for each loss report case as well as the updating of the database on Excel. Ensure that the Excel database is regularly updated as soon as the Senior Accountant has dealt with the loss reports. Maintain and supervise and effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State Accountant or the Assistant Director on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and material

ENQUIRIES APPLICATIONS

: Ms M.L. Mabasa, Tel no: 012 392 2564
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/21

: **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/12/26/05**
 Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre, FASC Lohathla

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)
 : Northern Cape
 : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years relevant working experience in Finance/Accounting. Special requirements/Skills needed: Language proficiency in English. Knowledge and insight of the Public Service financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge of financial and accounting processes. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Supervisory skills. Ability to train, develop and mentor junior and senior clerks in the section. Ability to perform routine task. Good interpersonal relations. Teamwork and Good work ethics.

DUTIES

: Timely payment of all invoices. Timely confirmation of all Telkom and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS

: Ms D.D. Nchabeleng, Tel no: 012 392 2892
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are

stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/22 : **ACCOUNTING CLERK: SUPERVISOR REF NO: FMD/01/12/26/06 (3X POSTS)**

Finance Management Division, Chief Directorate Budget Management: SAMHS Budget Management: Command, MH Training Formation Budget and Base Support Budget Management

SALARY CENTRE REQUIREMENTS : R325 101 – R382 959 per annum (Level 07)
: Pretoria

: A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years relevant working experience in Finance/Accounting Special requirements/Skills needed: Language proficiency in English. Knowledge and insight of the Public Service financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge of financial and accounting processes. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Supervisory skills. Ability to train, develop and mentor junior and senior clerks in the section. Ability to perform routine task. Good interpersonal relations. Teamwork and Good work ethics.

DUTIES : Provisioning of financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the FMS (mainframe) service to area of responsibility. Ensure compliance to the delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to an area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Take minutes and recordkeeping for relevant meetings and discussions. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

ENQUIRIES APPLICATIONS : Mr L. Nagel Tel no: 012 355 5807
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/23 : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/07**
Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), FASC Lenz

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Johannesburg
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial/accounting processes, contract management and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations. 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.

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.D. Nchabeleng, Tel no: 012 392 2892
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception Please use reference number not post number.

POST 12/24 : **ACCOUNTING CLERK PRODUCTION REF NO: FMD/01/12/26/08**
Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Account Control

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of calculation and processing of salaries and allowances, final payments when officials terminate service and subsistence and travel allowance reconciliations Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations skills.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to Department of Defence (DOD) personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. 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 : Mr J.G. Lottering, Tel no: 012 392 2413

APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/25 : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/09 (2 POSTS)**

Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments (S & T sub-section)

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Pretoria.

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of calculation and processing of salaries and allowances, final payments when officials terminate service and subsistence and travel allowance reconciliations. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations skills.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES : Mr J.G. Lottering, Tel no: 012 392 2417

APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/26 : **ACCOUNTING CLERK: PRODUCTION: REF NO: FMD/01/12/26/10**

Finance Management Division, Chief Directorate Budget Management, SAMHS

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of Financial Management system (FMS), report writing system (IC), Departmental Accounting, Standard Chart of Accounts. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations. Planning and organisation skills.

DUTIES : Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Assist and participate in the process to develop the Annual Performance plan financial management guidelines. Assist in providing an expenditure and revenue budget control service in the area of responsibility. Provide administrative Financial Management System Budget Control

functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve all financial management documentation for audit. Taking minutes and recordkeeping for relevant meetings and discussions. Reproduction of all financial management documentation. Distribution of office documentation. The administering of allocated resources. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel Tel no: 012 355 5807.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/27

: **ACCOUNTING CLERK: PRODUCTION: REF NO: FMD/01/12/26/11 (2 POSTS)**
: Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate Supplier Payments

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent No experience. Special requirements/Skills needed: Language proficiency in English. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations skills.

DUTIES

: Ensuring the timely payments of invoice by scrutinizing, verifying, registering and coupling supplier invoice for payments. Capturing and Compiling of journals on a monthly basis. Ensure filling of all invoices accurately and archive them for safety purposes. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of supplier payments related documents at/to other sections concerned.

**ENQUIRIES
APPLICATIONS**

: Ms N.B. Maseko, Tel no: 012 392 2353
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/28

: **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/12**
: Financial Management Division, Directorate Finance Support Services, Sub-directorate Contract Administration

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent No experience. Special requirements/Skills needed: Knowledge of general contract Administration/Management fundamentals. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge and understanding of PFMA, Treasury

- Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and good Interpersonal relations skills. Ability to compile effective and comprehensive reports, letters, memoranda, minutes. Teamwork, but must also be able to operate independently. Trustworthy and reliable.
- 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. Scrutinize contracts for compliance with applicable policy prescripts. Capturing of contracts on the database. 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 to Arms of Services and Divisions. Maintain filing and archiving of contract system. Attend to telephonic enquiries and queries. Attend meetings and conduct presentations relating to studies at State expense. 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. Must be able to travel across the country within a short notice.
- ENQUIRIES APPLICATIONS** : Mr L.S. Kothle Tel no: 012 392 2557
- : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, and Private Bag X 137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number
- POST 12/29** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/13**
Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Specialised Finance Services, Administration Support
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience Special requirements/Skills needed: Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations skills. Ability to compile effective reports, letters memorandums, minutes. Be able travel, Able to handle routine tasks of repetitive nature
- 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. Conduct stocktake and verification of assets. Distribute inventories and assets to clients upon delivery, Ensure that all transactions are reconciled not later than the prescribed period. Ensure that Receipt Vouchers (RVs) 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 APPLICATIONS** : Mr L.S. Khotle, Tel 012 392 2557.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/30** : **ADMINISTRATIVE CLERK: PRODUCTION: REF NO: FMD/01/12/26/14**
: Financial Management Division, Chief Directorate Finance Services, Directorate Finance Support Services, Finance ETD Centre
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Knowledge of clerical duties, practices as well as the as the ability to capture data operate computer and collecting statics. Knowledge of working procedure in terms of the working environment. Computer literate (MS Office software packages). Analytical and innovative thinking ability as well as problem solving ability. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering IRO task finalisation. Ability to compile and draft basic reports and returns. Knowledge of the operating and utilizing of the ETD processes in the Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
- DUTIES** : Deliver general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division. Maintain and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receive, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Assisting with general administration duties of the centre which includes inventory, budgeting, procurement of stock etc required by the centre for students. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.
- ENQUIRIES APPLICATIONS** : Ms M. Wehl, Tel no: 012 674 4740.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception: Please use reference number not post number.
- POST 12/31** : **SECRETARY (X2 POSTS)**
- SALARY CENTRE** : R228 321 - R268 950 per annum (Level 05)
: Financial Management Division, Directorate Stores, Service and Related Payments, Ref No: FMD/01/12/26/15A
: Pretoria Directorate Finance Support Services Ref No: FMD/01/12/26/15B
: Pretoria
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience Special requirements/Skills needed Knowledge of clerical duties, practices and working procedures. Ability to handle variety of tasks including management of office assets stationery, procurement, etc. Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure. Good interpersonal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.

DUTIES

: Render effective and efficient secretarial services to the director. Take minutes in Director's meetings. Type a variety of documents, including agendas, memos, letters and reports. Handle and maintain the Director's diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisation, receiving visitors and serve tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the director receives agendas and minutes timeously. Update and store the director's personal information. Remind the Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for the procurement of office requirements in the Director's office.

ENQUIRIES

: Ms D.D. Nchabeleng, Tel No: 012 392 2892 and Ms M.P. Mohaila, Tel No: 012 392 2558/9

APPLICATIONS

: Department of Defence, Financial Management Division, Directorate Finance Support Service DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.