ANNEXURE B

DEPARTMENT OF DEFENCE



CLOSING DATE : 11 December 2026 at 16h00 (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 presentively 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability check (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 43/04 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (X7 POSTS)**

SALARY : R487 197 – R584 370 per annum (Level 09)

CENTRE : Financial Management Division, Chief Directorate Budget Management, Sub-directorates: Corporate Staff, Log Division FMO Ref No: FMD/03/43/26/01, Pretoria.
SA Army Budget Management: ADA FMN AM (X1 Post) and Command Division (X2 Posts) Ref No: FMD/03/43/26/02 (X3 Posts), Pretoria.

Defence Secretariat FMO, Def Sec BMO DAFA DNA Ref No: FMD/03/43/26/03, Pretoria.
SA Air Force, Air Command, C&C Sys Gp BM, Ref No: FMD/03/43/26/04, Pretoria.
Corporate Staff, Military Police Division FMO, Ref No: FMD/03/43/26/05, Pretoria.

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, plus a minimum of three years National Diploma (NQF Level 6) in Finance/Accounting as recognised by SAQA. A minimum of three (3) years supervisory experience in the Budget Management environment. Special requirements/Skills needed: Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management are essential. Knowledge of Departmental Financial Management System (FMS) or any other financial systems, report writing system, Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Auditing, Risk Management, Costing and Occupational Health and Safety (NOSA) and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required.

DUTIES : The provisioning of a financial management service within the AoR. The controlling of the execution of the financial plan. The application of budget management policies and instructions. Provide the FMS service to the AoR (Mainframe). Maintain the Financial Delegation Regime. Provide assistance related to financial matters. The provisioning of a budget management service for the MTEF process. Facilitate the financial aspects of the MTEF planning process to finalise the S/D Business Plan and Annual Performance Plans. Participate in the client environmental analysis and make recommendations pertaining to financial risks. Provide the financial management inputs to the commander's brief. Formulate inputs to the commanders brief. Assist with the preparation of the EOE. Participate in the process to finalise Annual performance Plan. Coordinate the evaluation of the Budget Submission. Provide an expenditure and revenue budget control service to the Service / Division: Institutionalise internal control mechanisms. Define the monitoring and evaluation protocols. Execution of the monitoring and evaluation protocol. Ensure compliance of administrative process wrt all Budget Control prescripts and regulations. Control direct debit expenditure. Ensure adjustment of the budget. Provide Fin Man Advice to the Service/Division. Provide Financial Management advice for the strategic management process. Ensure BH support for all financial management matters. Provide financial advice for informed decision making. Provide Financial Management direction at the Command level in the area of responsibility. The provisioning of support for financial reporting and financial analysis. Define the Financial reporting requirements in area of responsibility (standard & specific/ad hoc). Develop reports. Interpret report and make recommendations to support managerial decisions. Communicate the financial reports to clients and subordinate. Provide the support for management of financial governance risk and compliance. Managed financial management audit queries. Participate in the process to define financial GRC risks. Evaluate and maintain the internal control system wrt financial governance and risks. Provide all audit financial management information required for area of responsibility. Implement the recommendations related to financial management from audit action plan. Support the process to report financial misconduct. Administer the allocated resources: Direct the budget management service in the area of responsibility. Maintain the budget management capability in the area of responsibility. Well administered budget management human resource component in area of responsibility. Support the budget management capability. Ensure compliance with Occupational Health and Safety standards within allocated facilities.

ENQUIRIES : Ms O.M. Gopane Tel No: (012) 355 5808

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, 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 43/05 : **ASSISTANT DIRECTOR S&T: REF NO: FMD/03/43/26/06**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments
Subsistence & Travel (S&T) Section

SALARY : R487 197 – R584 370 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent, plus a minimum of three years National Diploma (NQF Level 6) in Finance/Accounting as recognised by SAQA. A minimum of three (3) years supervisory experience in the Finance/Accounting environment. Special requirements/Skills needed: Sound knowledge of Public Finance Management Act (PFMA), Government Regulations, Treasury Instructions and other policies and prescripts applicable to the management and accounting of Subsistence and Transport (S&T) processes claims. Thorough understanding, interpretation and the application of financial policies and processes in the Public Service. Basic Knowledge of core processes including proven ability to work effectively and very accurate with figures. Decisive and persevering in terms of task finalization and able to work accurately under pressure. Willing/able to work after hours when required. Oriented towards teamwork but also able to operate individually. Special requirements (skills needed): Computer literate in MS Word, Public Service/Private financial systems, e.g. DOD PERSOL System or PERSAL as well as Spreadsheets, Excel and PowerPoint. Well-developed communication skills.
DUTIES : Manage, oversee and administer Subsistence and Transport (S&T) claims and documents in terms of all personnel in the Department of Defence (DOD). Drafting and submitting monthly reports to the Deputy Director Personnel Payments (DDPP) with regard to the following tasks and responsibilities: declaration of outstanding amounts from salaries. Successful execution of monthly and annual closures. Correct administration of claims. Reporting, investigating and follow up of all finance related irregularities. Evaluate and maintain the security measures on the system. Training of all subordinates and managing assets and materials. Timely finalization of all related accounts and S&T related transactions information and substantiating documentation on the mainframe as well as on internal computer systems and on file. Attend to Internal and external Auditors. Reply to AG and ensure that audit queries are answered within the prescribed time frame and implement corrective measures. Ensuring effective execution of prescribed accounting processes related to the payments (S&T).
ENQUIRIES : Mr J.G. Lottering Tel No: (012) 392 2413
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, 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.

POST 43/06 : **SENIOR STATE ACCOUNTANT REF NO: FMD/03/43/26/07**
Finance Management Division
Chief Directorate: Accounting
Directorate: Central Accounts
Sub-Directorate: Accounts Control

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent plus National Diploma in Finance/Accounting (NQF Level 6). A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of Financial Management System (FMS). MS Office programs (Excel and PowerPoint). Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering iro task finalisation and able to

effectively function under pressure to meet set target dates. Very conscientious and motivated towards producing effective, efficient and accurate outcomes.

DUTIES : Compile quarterly/annual financial statements in terms of Modified Cash Standard (MCS). Liaise and correspond with the Auditor-General (AG) National Treasury and Arms of Service in the Department of Defence (DOD). Manage and reconcile Main Ledger Accounts. Compile monthly financial reports. Attend to audit queries. Ensure that deadlines are met. Sound presentation skills. Interpretation, formulation and coordination of accounting policy in the DOD as prescribed in the Public Finance Management Act (PFMA) Treasury Regulations. Managing and supervising personnel who resort under the control of the post.

ENQUIRIES : Ms C. Halvey Tel No: (012) 392 2729

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X13, 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 43/07 : **SENIOR STATE ACCOUNTANTS (X2 POSTS)**
Finance Management Division
Chief Directorate: Budget Management: Corporate Staff

SALARY : R413 001 – R486 501 per annum (Level 08)

CENTRE : FMO, CSANDF/CCS/MPSP FMO Ref No: FMD/03/43/26/08, Pretoria
J Ops Interns Ops, Ref No: FMD/03/43/26/09, Pretoria

REQUIREMENTS : Grade 12 certificate (NQF Level 4) or equivalent plus National Diploma (NQF Level 6) in Finance / Accounting/Internal Auditing as recognised by SAQA. A minimum of three (3) year's supervisory working experience in Budget Management. Special requirements/Skills needed: Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management essential. Knowledge of Departmental Financial Management system (FMS) or any other financial systems, report writing system, Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Auditing, Risk Management, Costing and Occupational Health and safety (NOSA) and Supply Chain Management will be an advantage. Ability to work under pressure and long hours when required.

DUTIES : Provisioning of a 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 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 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 to area of responsibility. 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. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities. Ensure compliance in own workspace. Take minutes wrt financial management proceedings and appointments.

ENQUIRIES : Ms O.M. Gopane Tel No: (012) 355 5808

APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za

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