

DEPARTMENT OF DEFENCE



CLOSING DATE : 31 March 2023 at 16:00 (Applications received after the closing date and faxed copies will not be considered). 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 the 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.

OTHER POTS

POST 09/26 : **DEPUTY DIRECTOR: POLICY AND PLAN REF NO: MO/08/09/23/01**

SALARY : R908 502 per annum (Level 12)

CENTRE : Office of the Military Ombud, Eco Park Highveld, Centurion

REQUIREMENTS : Grade 12. An appropriate Bachelor Degree at NQF Level 7 in Public Administration or related qualification. A minimum of 5 years' experience in Policy, Strategy and Planning environment and Project Management at management level. Special requirements (Skills needed): Negotiation skills, Research skills, Analytical and interpretation skills. Report writing skills, Presentation and Facilitation skills, Networking and communication skills, Conceptual Thinking and Problem solving skills, Computer skills, Organising skills, Interpersonal Relationships, Conflict Resolution, Analytical Thinking, Project Management skills, Decision making skills. Governance, Risk and compliance skills and structure management skills.

DUTIES : The successful candidate will be required to perform the following functions: Facilitation and integration of Military Ombud Policies, Facilitation and integration of the Military Ombud Plans, Facilitation and coordinate development of Military Ombud Strategy, Facilitation of the Monitoring and Evaluation Programme. Parliamentary Liaison and Structure Management.

ENQUIRIES : HR: Ms N.F. Ntloedibe Tel No: (012) 676 3840/1

APPLICATIONS : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.

POST 09/27 : **INTAKE OFFICER REF NO: MO/08/09/23/023**

SALARY : R393 711 per annum (Level 09)

- CENTRE REQUIREMENTS** : Office of the Military Ombud, Eco Park Highveld, Centurion
 : Grade 12. An appropriate recognised Bachelor Degree or National Diploma at NQF Level 6. A minimum of 5 years' administrative/audit experience at production/team leader level. Investigations experience, dispute resolution and/or complaints management experience. A Law Degree will serve as an added advantage. Special requirements (Skills needed): Interviewing skills, Language Proficiency, Computer skills, Analytical and Interpretation skills, Networking and Communication skills, Conceptual Thinking and Planning skills, Organising Skills, the ability to foster good interpersonal Relationships, Conflict resolution, Analytical Decision Making, Project Management, Presentation and Facilitation skills, Leadership skills, Negotiation, Conciliation and Mediation skills.
- DUTIES** : Reporting to the Director Intake and Analysis, the successful candidate will be required to perform the following functions: Receiving and registering complaints, Assessing complaints to determine whether it is within the mandate, Drafting submissions, Finalising complaints, Basic investigation of complaints, Analysing and recording data for statistical purposes, The referral complaints and providing inputs to investigations, procedures and operational planning.
- ENQUIRIES APPLICATIONS** : HR: Ms N.F. Ntloedibe Tel No: (012) 676 3840/1
 : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.
- POST 09/28** : **ASSISTANT DIRECTOR REF NO: CFO 23/1/1**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Personnel Payments (Final Payments)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Pretoria
 : Minimum requirements: Grade 12 certificate plus three year B Degree or National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience as a Senior State Accountant (Level 8) or equivalent. Knowledge sound reasoning, mathematical, accounting and problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including PERSOL/PERSAL or any other financial systems, MS Word and Excel. 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 to ex-employees of the Department of Defence (DOD). 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 coordinating of related administrative tasks. Managing, Supervision, guiding and training of Senior State Accountants, Finance Clerk Supervisors and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on PERSOL and on the Financial Management System (FMS). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the PERSOL and FMS. Effectively management all personnel, assets, information and material under his/her control.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, Tel No: 012 392 2413
 : 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** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities.

- POST 09/29** : **ASSISTANT DIRECTOR REF NO: CFO 23/1/2**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Stores, Services and Related Payments (DSSRP), Regional Accounting Manager
 Re-advertised, applicants who previously apply need to re-apply
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Eastern Cape Region
 : Minimum requirements: Grade 12 certificate plus an appropriate three year B Degree or National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience as a Senior State Accountant (Level 8) or equivalent. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, and contract management. Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL or any other financial System will serve as strong recommendation. Valid vehicle driver's license and willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering iro task finalization.
- DUTIES** : Manage all Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs) within the Eastern / Western Cape. Manage all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and -transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalize audit queries timeously.
- ENQUIRIES APPLICATIONS** : Mr T.T. Nyuswa Tel No: (012) 392 2893/2892
 : 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** : Preference will be given to African males, African females and Persons with Disabilities. (Please use reference number not post number)
- POST 09/30** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING SYSTEM REF NO: CFO 23/1/3**
 Financial Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services, Compliance Management
 This post is re-advertised; applicants who previously apply need to re-apply.
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Pretoria
 : Minimum requirements: Grade 12 certificate plus three year B Degree or National Diploma in Finance with Finance and Management Accounting as major subjects. Financial Systems and Supply Chain Management will be an added advantage. A minimum of 3 years' experience in Financial Management at level 8 or equivalent with a pre-requisite experience in working with Government/Private sector systems. Have knowledge in respect of the application of the Public Finance Management Act and Treasury Regulations. Well-developed verbal as well as written communication skills. Thorough knowledge of computer systems, specifically MS Word, Excel, Power Point and Database applications. Proven ability to function independently. Ability to conduct training and workshops. Analytical and innovative thinking as well as

- problem solving ability. Must be in possession of a valid RSA/Military driver's license. Willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Receiving and registering of all requests regarding Consolidated Control System (CCS) from all Services and Divisions. Analyse the requests and ensure that they are processed and assigned to SITA for implementation. Manage the policy of incident reporting and reviewing it from time to time. Manage the CCS users for the DOD. Prepare the manuals and study aid for courses and coordinate the logistics for CCS trainings. Provide training and in post training to CCS users in Training Centres and Services and Divisions. Manage the Consolidated Control System in the DOD. Manage the financial delegations for Financial Management Division and submit Financial Delegations to the Secretary for Defence for approval.
- ENQUIRIES APPLICATIONS** : Ms A. Nkomo Tel No: (012) 355 5830/5795
: 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** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities. (Please use reference number not post number.)
- POST 09/31** : **ASSISTANT DIRECTOR REF NO: CFO 23/1/4**
Financial Management Division
Chief Directorate: Financial Services
Directorate: Finance Control Services, Loss Administration
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Pretoria
: Minimum requirement: Grade 12 certificate plus a three year B Degree/ National Diploma in Finance/Accounting. A minimum of three (3) years relevant experience on post level of Senior State Accountant (Level 8) or equivalent. Thorough knowledge of computer systems in the DOD/Public Service/Private sector, specifically those systems utilized in the Logistics, Finance and Personnel environment. Knowledge and understanding of the Finance and the Logistics processes as well as the core processes in the DOD/Public Service. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft effective reports and to conduct effective presentations to senior management. Well-developed communication skills and computer literacy, including Word Processing and Spread sheets. Strongly orientated towards teamwork. Receptive towards work-related suggestions/ideas and decisive/persevering iro task finalisation.
- DUTIES** : Efficient, effective and economical management of the loss and damages control processes and systems in order to enable the detection and reporting of all losses of state funds/assets within the DOD. Receiving all detail of losses from within the DOD. Ensuring the capturing of all such losses and damages on the central database. Ensuring the opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss and damages files are correctly referenced into the prescribed file reference numbers and that proper registry procedures are adhered to. Collection and analysis of all info/data on losses and damages and reporting to Director Fin Control Services (DFCS). Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed, and reporting same to DFCS. Reporting of all irregularities, eg non reported losses, losses reported through incorrect channels, etc, to DFCS. Assisting DFCS with submission of feedback and response to internal and external auditors. Ensure submission of accurate inputs for the interim and annual financial statements. Conduct training through staff visits to different Services and Divisions. Manage personnel within the sub-directorate.
- ENQUIRIES** : Ms A. Nkomo Tel No: (012) 355 5795

- APPLICATIONS** : 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** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities. Please use reference number not post number
- POST 09/32** : **RECORDS OFFICER REF NO: MO/08/09/23/03**
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Office of the Military Ombud, Eco Park Highveld, Centurion
REQUIREMENTS : Grade 12. An appropriate recognised Bachelor Degree or National Diploma at NQF Level 6 in Records Management/Public Administration/HR Management. 3 years' experience in Record Management. Experience in HR Management will be an added advantage. Special requirements (Skills needed): Knowledge of registry duties and practices. Working knowledge and understanding of the National legislative framework governing Record Management in Public Service, knowledge of Public Service Act and Regulations. Strong written, verbal and non-verbal communication skills. Computer literacy (Microsoft package), Communication skills (verbal and written), knowledge of (PERSAL/PERSOL).
- DUTIES** : The successful candidate will be required to perform the following core functions: Opening and closing of personal files. Filing, storing and retrieval of personal records, Handle Personal Records enquiries. Administration of service benefits, Recruitment and Selection. Performance Management and Training and Development processes.
- ENQUIRIES** : HR: Ms N.F. Ntloedibe Tel No: (012) 676 3840/1
APPLICATIONS : Military Ombud, Private Bag X163, Centurion, 0046, or may be hand-delivered to C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.
- POST 09/33** : **CHIEF ACCOUNTING CLERK REF NO: CFO 23/1/5**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services, Motor Vehicle Accident
 Re-advertised, applicants who previously apply need to re-apply.
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus a three year B Degree/ National Diploma in Finance/Accounting with a 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. Ability in understanding, interpreting and applying of financial policies and prescripts. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients, legal representatives and senior DOD personnel. Successful candidates must have sound reasoning, mathematical and problem solving skills and must be trustworthy, honest and loyal. Decisive and persevering iro task finalisation. Must be in the possession of a valid RSA/Military driver' license. Basic knowledge of financial/legal process and insurance claims. The successful candidate will be required to complete all relevant courses and must be willing to travel.
- DUTIES** : Assisting the Supervisor in receiving and registering letters of demand and/or summonses in terms of mobile assets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups, experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of

litigation. Visit of units in Durban and surrounding areas (i.e Ladysmith and Mtubatuba). Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES
APPLICATIONS

: Mr M.J. Seleka Tel No: (012) 392 2116
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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

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

POST 09/34

: **PERSONAL ASSISTANT TO THE CFO REF NO: CFO 23/1/6**
Financial Management Division, Chief Financial Officer, Office of the CFO

SALARY
CENTRE
REQUIREMENTS

: R269 214 per annum (Level 07)
: Pretoria
: Minimum requirements: Grade 12 Certificate plus a three year B Degree/ National Diploma in Office Management, Public Administration or equivalent qualification with two years' relevant working experience on a post level 5 or equivalent or Grade 12 certificate with a minimum of three years relevant working experience on a post level 5. Added advantage: three years' experience as a secretary. Knowledge of Relevant legislation, policies, prescripts and procedures of the PFMA and Departmental specific relating to a PA to the CFO. Information Management: Basic financial / budget management. Knowledge of MS office programs. Operating switchboard equipment. Skills: Computer literate, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes: Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.

DUTIES

: Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationary for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationary for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES
APPLICATIONS

: Ms P. Mdanda Tel No: (012) 355 5449 / 6218
: 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: Please use reference number not post number.

NOTE

: Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities.

- POST 09/35** : **CHIEF ACCOUNTING CLERK REF NO: CFO 23/17**
Financial Management Division
Directorate Stores, and Services and Related Payments
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Financial Accounting Service Centre, FASC Kroonstad, Free State.
REQUIREMENT : Minimum requirements: Grade 12 certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years relevant working experience on a post level 5 or equivalent. Thorough knowledge of State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. In possession of a valid RSA/Military driver's licence.
- 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** : Mr T.T. Nyuswa Tel No: (012) 392 2893/2892
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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** : Preference will be given to African male and Persons with Disabilities. Please use reference number not post number.
- POST 09/36** : **ACCOUNTING CLERK REF NO: CFO 23/1/8**
Finance Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services
Motor Vehicle Accidents Section
- SALARY** : R181 599 per annum (Level 06)
CENTRE : Bloemfontein
REQUIREMENTS : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate (MS Office software packages). Basic knowledge of financial/legal process and insurance claims. Successful candidates must have sound reasoning, mathematical and problem solving skills as well as trustworthy, honest and loyal. Decisive and persevering in terms of task finalisation. Ability in understanding, interpreting and correctly applying of financial policies and prescripts. Added advantage: Post matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. In the possession of a valid RSA/Military driver' license.
- DUTIES** : Assisting the Supervisor in: Receiving and registering letters of demand and/or summonses iro mobile as sets accidents caused by Department of Defence (DOD) drivers and the processing thereof in accordance with policies and prescripts. Obtain information, documents, statements, reports and statutes wrt the case. Draft briefing notes to State Attorney on proposed handling of the case. Determine course of action to be taken in best interest of the State (DOD). Liaise, negotiate and arrange consultations with roll players for specialized inputs and advice. Frequent inter-action with interest groups,

experts, attorneys, council panel and assisting the State Attorney during litigation process and trial. Correctly apply legal and procedural principles whereby civil claims are handled on behalf of the Minister of Defence. Analyse and interpret appropriate action. Regularly study and update own knowledge of Government policies, regulations and prescripts relating to matters of litigation. Visit of units in Gauteng and Limpopo. Record, files and safeguard of all documentation generated in the section for future enquiries and audit purpose.

ENQUIRIES APPLICATIONS : Mr M.J. Seleka Tel No: (012) 392 2116
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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 : Preference will be given to African males, African females, White males, Indian males, Coloured males and Persons with Disabilities.

POST 09/37 : **ACCOUNTING CLERKS REF NO: CFO 23/1/9 (X3 POSTS)**
 Finance Management Division
 Chief Directorate: Accounting
 Directorate: Central Accounts, Debtor Management

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
 : Pretoria
 : Minimum requirements: Grade 12 certificate with Finance/Accounting related subjects. Computer literate in MS Office, MS Word and Excel. Basic knowledge of the processes and procedures of the collection, recording and management of debt and related accounting transactions and actions are required. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect. Added advantage: Post matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA/Military driver' license.

DUTIES : Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt 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. Registering, prepare outgoing correspondence and process all related accounting transactions. Liaising and corresponding with the State Attorney's office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR's) and other applicable instructions. Recording, filling and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.

ENQUIRIES APPLICATIONS : Mr K.O. Nyamane Tel No: (012) 392 2778
 : 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 : Preference will be given to African males, African females, White males, Indian males, Coloured males, and Persons with Disabilities.

POST 09/38 : **SECRETARY REF NO: MO/08/09/23/04**

SLARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
 : Office of the Military Ombud, Eco Park Highveld, Centurion.
 : A minimum of Grade 12/NQF Level 4. Secretarial/ Admin experience and light vehicle (EB) License will be an advantage. Special requirements (Skills needed): Proficiency in Microsoft Office suits, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good telephone etiquette, Sound organisational skills, High level of reliability, ability to act with tact and discretion.

DUTIES

: The successful candidate will be required to perform the following core functions: Providing secretarial and clerical support to the unit. Writing correspondence (i.e. submissions, internal memos, letters and reports. Filing, faxing, photocopying and tracing documents. Receiving and making telephone calls on behalf of the unit. Managing the diary and arranging access and parking for visitors. Providing secretarial duties for meetings. Directing enquiries to responsible officials. Arranging and coordinating all meetings, minutes, venues and refreshments. Co-ordinating all travel arrangements for the Unit and related logistical arrangements. Handling confidential documents with utmost discretion. Managing and coordinating all incoming and outgoing correspondence. Updating stakeholder contact details. Making entries and update the database for the Unit. Managing work register for the Unit. Receiving and compiling monthly and quarterly statistical requirements for the Unit. Provide logistic support to the Unit by: Managing the Asset Register for the Unit. Procuring basic goods and services in line with procurement prescripts (e.g. stationary and refreshments). Operating and ensuring good working condition of equipment like fax machines and photocopiers. Ensuring a safe working environment by reporting OHS shortcomings to the Unit Manager. Remain up to date with regard to prescripts /policies and procedures applicable to his/her work to ensure efficient and effective support to the Unit.

ENQUIRIES

: HR: Ms N.F. Ntloedibe, Tel No: (012) 676 3840/1

APPLICATIONS

: Military Ombud, Private Bag X163, Centurion, 0046, or may be hand-delivered to C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157.