

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 13 October 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the 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. 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 34/23** : **ASSISTANCE DIRECTOR: ADMINISTRATION (ARCHIVES) REF NO: CMIS/36/34/23/01**
- SALARY CENTRE** : R424 104 per annum (Level 09)
: Department of Defence CMIS Division Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.
- REQUIREMENTS** : Minimum of Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Records and Archive Management/Information Science. At least three (3) to five (5) years functional experience in Records office/ Registry/ Archive/ Information Management and Information Science environment. Special Requirements (Skills needed): Knowledge of The Constitution of the Republic of South Africa, 1996, The Promotion of the Access to information Act (PAIA), 2000 (Act No 2000), The Defence Act, 2002(Act No.42 of 2002). The National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996), National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No. 84 of 1982). The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002).
- DUTIES** : The management of the digital continuity programme. The management of receiving new Department of Defence (DOD) Archive collections. The management of the processing of DOD archives collections. The management of the preservation of DOD archives collections. The management of the provision of access to DOD archives collections. The management of disaster and business continuity planning. The execution of administrative tasks. Manage requests for transfer of records. Compile procedures for the processing of archival records in accordance with existing governance and

- archival best practices. Manage the preservation of archival records in accordance with governance and archival best practices. Manage the provision of archival material. Implement disaster recovery and business continuity plan. Participating in the planning, design, implementation of record and information systems to ensure that archival principles are maintained.
- ENQUIRIES** : WO1 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli, Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023
- POST 34/24** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT POLICY REF NO: FMD/04/34/23/01**
Financial Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services (Compliance Management)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree or National diploma (NQF Level 6/7) in Financial Management, Accounting, Auditing or equivalent qualification in finance. Have at least 3 years' experience in Financial Control Services environment on a post level 7 or equivalent. Special requirements/Skills needed: Knowledge in the application of the Public Finance Management Act and Treasury Regulations. Well-developed verbal and written communication skills. Knowledge of MS office (Word, Excel, Power Point). Proven ability to function independently. Analytical and innovative thinking as well as problem solving ability. Must be in possession of a valid driver's license, be a South African citizen, be able to obtain confidential security clearance, willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Assist with Maintaining of the Financial Management Regulatory Framework. Maintain Financial Management policy database and prepare monthly status report. Assist Financial Management policy section by providing inputs on financial consideration or implications affecting policy proposals. Monitor and evaluate progress on Financial Management Division policies in process and review. Analyse Financial Management Division policies and departmental policies for compliance with the PFMA, TR's, framework and practice notes issued by National Treasury. Participate in the DOD policy development and review workshops. Provide office support and administration. Information, logistic/procurement and financial resources within Financial Management policy.
- ENQUIRIES** : Ms A. Nkomo tel: (012) 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001, or hand delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden box number 5 at reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian Females, Indian males, Coloured males and Persons with Disabilities.
- POST 34/25** : **SENIOR STATE ACCOUNTANT REF NO: FMD/04/34/23/02**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Final Payments)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree or National diploma (NQF Level 6/7) in Financial Management, Accounting, Auditing or equivalent qualification in finance. Have at least 3 years' experience in Final pay environment on a post level 7 or equivalent. Special requirements/Skills needed: 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, 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 : Ensure 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 Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor 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). Ensure 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. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr J.G. Lottering Tel No: (012) 392 2417
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: Please use reference number not post number.

NOTE : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian Females, Indian males, Coloured males and Persons with Disabilities.

POST 34/26 : **SENIOR STATE ACCOUNTANT REF NO: FMD/04/34/23/03**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Sub Directorate: Loss Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/National Diploma in Finance/Accounting/Internal Audit with a minimum of three years relevant experience on a post level 7 or equivalent. Must be in possession of valid RSA driver's license or Military drivers licence and willing and able to travel as and when required. Special requirements/Skills needed: Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization.

DUTIES : Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and

analysis of all info/data on losses and reporting to Assistant Director Loss Control. 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. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. 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 Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, etc, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355 5830
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE

: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Indian females, Coloured males and Persons with Disabilities.

POST 34/27

: **ACCOUNTING CLERK SUPERVISOR REF NO: FMD/04/34/23/04 (X3 POSTS)**
 Financial Management Division
 Directorate: Stores, and Services and Related Payments
 Financial Accounting Service Centre

**SALARY
CENTRE**

: R294 321 per annum (Level 07)
 : FASC Port Elizabeth: Ref No: FMD/04/33/23/04A (X2 Posts)
 FASC MOD: Ref No: FMD/04/33/23/04B

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two 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. Special requirements/Skills needed: 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
APPLICATIONS**

: Ms D.D. Nchabeleng Tel No: (012) 392 2893/2892
 : 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** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African females, African males, Indian males, Coloured males (Gauteng Province), Eastern Cape (African males, African females) and Persons with disabilities to all provinces.
- POST 34/28** : **ACCOUNTING CLERK SUPERVISOR REF NO: FMD/04/34/23/05 (X2 POSTS)**
 Financial Management Division
 Directorate: Personnel Payments (S&T)
- SALARY CENTRE** : R294 321 per annum (Level 07)
 : Cape Town: Ref No: FMD/04/34/23/05A
 : Pretoria: Ref No: FMD/04/34/23/05B
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two years working experience within the S&T environment on a post level 5 or equivalent, or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years working experience within the S&T environment on a post level 5 or equivalent. Special requirements/Skills needed: Computer literate (MS Office packages). Sound reasoning, mathematical and problem solving ability. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of S&T system and processes, ability to correctly interpret and effectively apply policies and regulations iro S&T advances and claims. 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. Well-developed verbal and written communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure.
- DUTIES** : Receive all new applications for participant in the Subsidised Vehicle Scheme, B-Scheme, MMS and SMS. Ensure that the insurance is paid, a file is opened and relevant information required updating the register/database at the supervisor is updated. Receive, scrutinise, check, verify and execute all S&T kilometre claims, salary and allowances for members/employees of the Department of Defence for correctness in accordance with all policies and instruction pertaining to the Subsidised Vehicles A-Scheme, B-Scheme, MMS, SMS. Timely finalising of all Central System (CAS) events, quarterly audit to confirm correct S&T kilometre documents administration, capturing and compiling of related journal. Approving of computer codes documents with regard to S&T kilometres and with conjunction with the SSA. Answering and finalising audit queries. Managing the statistics of the section, capturing and approving transactions on PERSOL and Financial Management System (FMS), regularly clearing suspense accounts in use, constantly collaboration and communication with SSA. Supervising subordinates and manage equipment under control of this post.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, tel: (012) 392 2417
 : 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** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, Indian males, Indian Females, Coloured males (Head Quarters), Western Cape (White males, Coloured females, and Coloured males) and Persons with Disabilities for all provinces.
- POST 34/29** : **LIBRARIAN REF NO: SFWC/40/34/23/01**
- SALARY** : R294 321 per annum (Level 07)

<u>CENTRE</u>	:	Joint Operations, South African Special Forces, 4 Special Forces Regiment, Langebaan, Western Cape.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Provide and maintain reliable library services to the Regiment by developing, organising and managing library services such as collection of information, recreational resources and reader information services to efficiently administrate the library resources and services. Management of the daily library functions by means of effective librarian services, planning, management, and maintenance of the library, managing, supervising and overseeing library assistant, management and control of the library. Rendering of an information service by developing and implementing library and information policies and services and provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphics material, bibliographic database and digital resources as required by clients. Detailed knowledge of library administration by providing information relating to the purchasing and identification of books to management and selecting, ordering, classifying and cataloguing library and information resources. Formulating and implementing library policy regarding the acquisition, cataloguing and classification of library material and other information resources according to policy and formulating policy with regards to the period of book loan, access and internet use. Effective organisation and administration of the library by examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials and supervising and training other library staff. Database management by managing inter-library loan systems and information networks and managing reader registrations, loan transactions, filing and retrieval activities.
<u>ENQUIRIES</u>	:	Maj H.P. Kortje Tel No: (022) 707 4519/Ms M. Labuschagne Tel No: (022) 707 4503
<u>APPLICATIONS</u>	:	Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
<u>POST 34/30</u>	:	<u>LIBRARIAN REF NO: SFHQ/40/34/23/02</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Joint Operations, South African Special Forces, Special Forces Headquarters, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Effective librarian services in the Headquarters. Effective planning, management and maintenance of the library. Manage supervise and oversee Library Assistants and library aids. Management and control of library, provide customer service for library users. Help library users check out books. Create an online database for easy access to members and staff. Organise all library resources so they are easy to locate. Developing and implementing library and

information policies and services. Provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphic material, bibliographic databases and digital resources as required by clients. Provide suggestions to library users about new books to try. Assist members with materials for research and staff papers according to their requirements. Examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials. Supervising and training other library staff. Keep a budget to repair, replace or get new reading materials. Create an online database for easy access to members and staff. Research new inventory and update the database accordingly, databases and digital resources as required by clients. Managing inter-loan systems and information networks. Managing reader registrations, loan transactions, filing and retrieval activities identification of books to management and selecting, ordering, classifying and cataloguing library and information resources.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822/WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

POST 34/31 : **LIBRARIAN REF NO: SFL/40/34/23/03**

SALARY CENTRE : R294 321 per annum (Level 07)
: Joint Operations, South African Special Forces, 5 Special Forces Regiment, Phalaborwa, Limpopo.

REQUIREMENTS : Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.

DUTIES : The successful candidate will be required to perform the following functions: Develop, organise and manage library services such as collection of information, recreational resources and reader information services to efficiently administrate the library resources and services at the Regiment. Developing and implementing library, information policies and services. Provision of information relating to the purchasing and identification of books to management. Provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphic material, bibliographic databases and digital resources as required by clients. Provide suggestions to library users about new books to try. Assist members with materials for research and staff papers according to their requirements. Examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials. Supervising and training other library staff. Keep a budget to repair, replace or get new reading materials. Create an online database for easy access to members and staff. Research new inventory and update the database accordingly, databases and digital resources as required by clients. Managing inter-library loan systems and information networks. Manage, supervise and oversee Library Assistant

ENQUIRIES : Warrant Officer Class 1 L. Fourie Tel No: (015) 780 4210
APPLICATIONS : Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

POST 34/32 : **ADMINISTRATIVE CLERK REF NO: FMD/04/34/23/06**
Financial Management Division
Chief Directorate: Finance Services
Directorate: Finance Support Services
Finance ETD Centre

SALARY : R202 233 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: 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. Exposure to/knowledge of the operating and utilizing of the ETD processes in the DOD/Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
<u>DUTIES</u>	: 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 (Fin Div). 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.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M. Wehl Tel No: (012) 674-4740 : 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 number 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	: Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 34/33</u>	: <u>ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/07 (X2 POSTS)</u> Finance Management Division Chief Directorate: Accounting Directorate: Personnel Payments (S & T sub-section)
<u>SALARY CENTRE REQUIREMENTS</u>	: R202 233 per annum (Level 05) : Pretoria : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.
<u>DUTIES</u>	: 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 APPLICATIONS** : Mr J.G. Lottering Tel No: (012) 392 2417
 : 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** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
- POST 34/34** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/08 (X5 POSTS)**
 Financial Management Division
 Directorate: Stores, Services and Related Payments (DSSRP)
 Finance Accounting Service Centre
- SALARY CENTRE** : R202 233 per annum (Level 05)
 : FASC Durban: Ref No: FMD/04/34/23/08A
 : FASO Mmabatho: Ref No: FMD/04/34/23/08B
 : FASC MOD: Ref No: FMD/04/34/23/08C
 : FASO Poytons: Ref No: FMD/04/34/23/08D
 : FASO Jan Kempdorp: Ref No: FMD/04/34/23/08E
- REQUIREMENTS** : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Basic knowledge of financial and accounting processes. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. 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. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.
- DUTIES** : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies into 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 2893/2892
 : 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** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to, KZN Province: African males, Indian male's Indian females, Gauteng Province: African males, African females, Indian males, Indian females, Coloured males, North West Province: African males, Northern Cape Province: African males, White males, Coloured males and Persons with disabilities to all provinces.

POST 34/35 : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/09 (X3 POSTS)**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Loss Administration Section

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
 : Pretoria
 : Grade 12 (NQF L4) certificate with Finance/Accounting subjects.
 Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A minimum of one year relevant experience. A valid DOD/RSA vehicle driver's license. Special requirements/Skills needed: Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service/Private Sector would serve as a strong recommendation. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Computer Literate (MS Office packages). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different divisions, bases and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Team-worker, trustworthy, reliable and receptive to work related suggestions and ideas. Effective reasoning ability. Ability to correctly interpret and effectively apply financial policy and related prescripts. Ability to understand and correctly interpret loss reports and audit answer submitted by clients.

DUTIES : Assist the Finance Clerk Supervisor (FCS) and Senior State Accountant (SSA) in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to FCS and SSA on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.

ENQUIRIES APPLICATIONS : Ms M.L. Mabasa Tel No: (012) 392 2564
 : 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 : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.

POST 34/36 : **REGISTRY CLERK: PRODUCTION REF NO: FMD/04/34/23/10**
 Chief Directorate: Accounting
 Directorate: Personnel Payments
 Finance Management Division

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
 : Pretoria
 : Grade 12 certificate (NQF L4). Added advantage: A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence. Special requirements/Skills needed: Reasoning and problem solving ability. Computer literate (MS Office software package). Good verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to effectively function under

- pressure. Disposition and aptitude towards correct effective and efficient Registry practices.
- DUTIES** : Assist in implementing and maintaining processes to manage and control incoming and outgoing correspondence as well as maintaining an effective filing system for correspondence, documentation and payments files in the applicable sub-section. Collecting/delivering documentation and payments files from/to section applicable. Assisting in ensuring the correct and efficient recording and storage of S&T related documentation. Render an effective filing and records management service for subsistence and travel section. Filing of files consisting of S&T claims. Distributing documents to the relevant checkers. Opening and closing of S&T files. Management of the files register (incoming and outgoing claims). Numbering of files after receiving them. Managing of the disapproval registry book. Attending to enquiries and sending clients to the relevant personnel. Assisting in the location of files that are misfiled. Filing, storage tracing and retrievals of documents and files. Handle of enquiries pertaining to S&T files. Handle of enquiries pertaining to S&T files. Making photocopies when requested. Sending and receiving faxes when requested to do so.
- ENQUIRIES** : Mr J.G. Lottering Tel No: (012) 392 2417
- 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 number 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
- POST 34/37** : **ADMINISTRATION CLERK: PRODUCTION (DOCUMENTATION & REPOSITORY PROCESSING) REF NO: CMIS/36/34/23/02 (X2 POSTS)**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Department of Defence, Command and Management Information System. Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.
- REQUIREMENTS** : Minimum Grade 12 (NQF L4) or equivalent. Special Requirements (Skills needed): Good interpersonal relations skills, proficiency in English, verbal and written, communication skills, problem solving, planning and organization skills. Computer skills relation to the use of MS Office applications.
- DUTIES** : General administration related tasks in the office environment and/or Office of the Director (if Applicable). Perform secretarial duties and to act as the nodal point for Office Administration in the Directorate and Formation which includes the following tasks: Handling incoming post, the distribution of registry files and management of the daily filing system, faxing of correspondence, planning and coordination the movement of personnel in the Directorate both locally and nationally (include visits abroad), diary coordination for the Director (where applicable). Handling incoming calls and taking messages, travel arrangements for personnel in the Directorate, update notice board in and out strength, compiling agendas and minutes and do the distribution to the members of the forum and do filing, typing of general correspondence and managing the day to day activities in the office environment and/or office of the Director (where applicable).
- ENQUIRIES** : W01 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023
- POST 34/38** : **ADMINISTRATION CLERK: PRODUCTION (ARCHIVES) REF NO CMIS/36/34/23/03**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Department of Defence, Command and Management Information System Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.

- REQUIREMENTS** : Minimum Grade 12 NQF L4) or equivalent. Special Requirements (Skills needed): Good interpersonal relations skills, proficiency in English, verbal and written, communication.
- DUTIES** : Administrative duties related to receiving new DOD Archive collections, Executive administrative duties related to processing DOD archive collections, Executive administrative duties related to the preservation of DOD archive collections. Administrative duties related to the provision of access to DOD archives collections. Executive administrative duties related to the digitalisation of DOD archives collections. Digitise records and perform basic image enhancement techniques. Handling incoming post the distribution of registry files and management of the daily filing system. Correct transfer list and Compile archival indexes.
- ENQUIRIES** : W01 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023