

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 17 November 2023, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## MANAGEMENT ECHELON

- POST 39/16** : **DIRECTOR: STORES SERVICES AND RELATED PAYMENTS REF NO: FMD/06/39/23/01**  
 Division: Financial Management  
 Chief Directorate: Accounting  
 Directorate: Stores Services and Related Payments (Financial Administration)
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate (NQF 4) or equivalent plus a B Degree (NQF 7) in Accounting/Cost & Management Accounting/Financial Management/Management Accounting or Auditing. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>, submitted prior to finalisation of an appointment. A minimum of five (5) year experience at Middle Management level or equivalent in Financial Management. Added Advantage: Post graduate qualification in Accounting/Cost & Management Accounting/Financial Management/Management Accounting or Auditing field e.g. BCom (Hons), MBA, CIA or equivalent to (NQF 8). Special Requirements (Skills needed): Regulatory frameworks in the Public Service e.g. financial legislations, regulations, policies and other applicable legislations and regulations. Government financial, budgeting and procurement systems. The ability to understand, interpret and apply policy and specifically the policy and regulations in respect of cash, revenue, creditors as well as accruals. Analytical and innovative thinking ability. Proven ability to compile/draft and present effective financial

management reports. Demonstrate the capability to apply strategic management by interpreting higher level guidelines and comply an operational plan for the directorate. Display capabilities of negotiation, empowerment and evaluation of personnel under control. Be able to undertake some travelling depending on the need to inspect and do quality control in regional offices.

**DUTIES** : Manage creditor's payment administration services (suppliers, corporate and medical invoices) in accordance with Public Finance Management Act (PFMA) and Treasury Regulations (TR), related policy and prescript for the DOD. Manage a cost effective, professional revenue service to the DOD. Manage a cost effective, professional cash accounting service to the DOD. Manage a professional payroll deduction system and subsequent payment to the different institutions. Quarterly confirmation of correct face value documents administration. Provide verified inputs to the interim and annual financial statements. Respond to all audit findings and develop action plan thereof. Assist in reporting, investigating and following up of all finance related irregularities. Manage the budget of the directorate and monitor expenditure in line with financial requirements and the Directorate's objectives. Manage all resources under your responsibility including personnel, finances, accommodation and equipment. Carry out any financial administration task associated to the post of DSSRP.

**ENQUIRIES** : Mr NS Makhani Tel No: (012) 392 2349  
**APPLICATIONS** : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet 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** : 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 targets of the Division. Preference will be given to African males and Persons with Disabilities. Please use reference number not post number.

#### OTHER POSTS

**POST 39/17** : **DEPUTY DIRECTOR: POLICY, RESEARCH AND TECHNICAL ANALYSIS**  
**REF NO: CDCAC/43/39/23/01**  
 Division: Defence Policy, Strategy & Planning  
 Chief Directorate: Conventional Arms Control

**SALARY** : R958 824 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : Defence Headquarters Erasmuskloof, Pretoria  
**REQUIREMENTS** : Grade 12 (NQF L4) or equivalent with a recognised Bachelor's Degree (NQF L7) in Engineering as recognised by SAQA. A minimum of five (5) years' experience and three years. In that five (5) years you must be three (3) years' experience as a supervisor in Junior Management level at Policy environment. Research and Technical Analysis and Conventional Arms Control system is required. Honours (NQF L8) in Engineering will be an added advantage. Special Requirements (Skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Good communication skills (written and verbal), ability to act with tact and discretion and good presentation skills. Knowledge of Departmental policies and procedures. Knowledge of Conventional Arms Control, knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct Analytical and innovative thinking ability as well as problem solving skills. Must be able to obtain a confidential security clearance within a year.

**DUTIES** : The successful candidate will be responsible to ensure policy research, formulation, monitoring and evaluation. Develop Benchmarks against other International Arms Control systems. Provide advice on Emerging Policy issues. Develop Internal Policy procedures. Provide Technical Analysis and Classification of Armaments. Ensure Compliance with Wassennarr Arrangement (WA). Serve to interface with the Technical Support Group. Ensure the development of internal procedures for technical analysis of items and products.

**ENQUIRIES** : Ms A.S. Marsh Tel No: (012) 355 6133

- APPLICATIONS** : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria where it must be placed in the box at the reception.
- POST 39/18** : **DEPUTY DIRECTOR: SECRETARIAL SERVICES REF NO: CDCAC/43/39/23/02**  
Division: Defence Policy, Strategy & Planning  
Chief Directorate: Conventional Arms Control
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary package)  
: Defence Headquarters Erasmuskloof, Pretoria  
: Grade 12 (NQF L4) or equivalent with a recognised Bachelor's Degree/Advanced National Diploma (NQF L7) in Public Management or Public Administration as recognised by SAQA. A minimum of five (5) years' experience in Conventional Arms Control. In that five (5) years you must be three (3) years' experience as a supervisor in Junior Management level in Conventional Arms Control. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct. Special Requirements (Skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct. Good communication skills (written and verbal). Ability to act with tact and discretion and good presentation skills. Knowledge of Departmental policies and procedures. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Knowledge in client services. Knowledge of relationship management problem solving and analysis. Accountability and ethical conduct. Accountability and ethical conduct. Analytical and innovative thinking ability as well as problem solving skills. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : The successful candidate will be responsible to ensure preparation of the monthly National Conventional Arms Control Committee (NCACC) agenda items on the basis of new and pending matters. Ensure the preparation of books to be considered by the NCACC and the Scrutiny Committee. Ensure distribution of agenda and books for the Scrutiny Committee. Liaise with members of the Scrutiny Committee and the NCACC to inform about meeting and confirm attendance. Attend NCASS and Scrutiny Committee meetings and take minutes. Liaise with various departments, relevant organization and Defence industry about meetings and decisions of the NCACC. Make follow-ups on Scrutiny Committee and NCACC issues arising out of the meeting. Draw up the NCACC and Scrutiny Committee schedule for the year. Maintain the NCACC decisions on IT database and ensure that originally signed copies of the minutes are properly secured in line with relevant security classification.
- ENQUIRIES APPLICATIONS** : Ms A.S. Marsh Tel No: (012) 355 6133  
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria where it must be placed in the box at the reception.
- POST 39/19** : **DEPUTY DIRECTOR: RISK MANAGEMENT: PERFORMANCE MONITORING AND CONTROL REF NO: DPSP/45/39/23**  
Division: Defence Policy Strategy and Planning  
Directorate: Risk management
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive salary package)  
: Erasmuskloof, Pretoria  
: Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma (NQF Level 7) in Commerce (Risk Management/ Accounting/ Finance/Auditing/ Economics) or relevant qualifications. Minimum of 5 year Experience, of which 3 years should be at a supervisory (Assistant Director Level) experience. Relevant experience in Performance Monitoring and Control, Relevant experience in Risk Management. Special Requirements (Skills needed): Language proficiency in English (verbal and written) communication skills. Competency in numeracy skill, literacy skill, computer skills (MS Word, PowerPoint, and Excel), Initiative and analytical thinking

skills, Interpersonal skills. Competency in project management, financial management and strategic planning. Knowledge of risk management best practices, government policies, departmental policies, departmental decisions and activities, as well as inter-departmental activities. Basic knowledge of public finance legislation and regulations. Knowledge wrt strategic planning and risk management within government. Knowledge of planning and organising. Knowledge in managerial skill, HR skill and work performance skill. Relevant training in policy and planning, strategic management. Ability to work independently and orientated towards teamwork. Ability to work accurately under pressure and travel when required. Ability to conduct research, and facilitate risk management training and risk assessment workshops. Strongly oriented towards delivering effective, efficient services and aiming zero defects. Strongly motivated leader with good leadership qualities. Be in possession of, or able to obtain a DOD secret clearance prior to the approval to the approval of a permanent appointment. Candidate in possession of a confidential clearance will be recommended but must be able to obtain a confidential clearance within period of one (1) year.

- DUTIES** : A successful candidate will be responsible to perform the following core functions: Execute performance, monitor and control. Participate in the development of review and implementation of the risk management framework, incorporate inter alia risk management policy, risk management strategy, risk management implementation plan, risk identification and assessment methodology, risk appetite and tolerance, and risk classification. Promote and institutionalise risk awareness culture and compliance in the Department of Defence (DOD), facilitate collective risk management awareness, provide quality and timely support to management. Provide training and facilitate enterprise risk management (ERM) sessions to improve level of awareness in the Services and Divisions. Monitor and report on the accuracy and timeous risk management information. Develop ERM instructions and reports. Develop and update Department of Defence (DOD) Risk Register. Conduct ERM, monitor, evaluate and report bmo, evaluating risk management data and monitor the implementation of risk management action plans. Report on corrective actions, disseminate findings, and identify new risks emanated from departmental performance reports and environmental analysis. Evaluate the departmental risk management programme. Participate in the Institution's structures to coordinate risk management activities. Provide administrative support to the risk management structural committees. Update and consolidate departmental risk management information and report to the relevant management bodies/councils. Internal manage Sub-Directorate. Participate in compiling strategic business plan of the directorate. Conduct personnel performance assessments. Engage in the process of disposing allocated resource.
- ENQUIRIES** : Ms Y.N. Mokohe Tel No: (012) 355 5784 or Mr S.J. Nkosi Tel No: (012) 355 6269
- APPLICATIONS** : Department of Defence, Defence Policy, Strategy and Planning Division, Chief Directorate Strategic Management, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be in the box at the reception.
- POST 39/20** : **ASSISTANT DIRECTOR: RESEARCHER POLICY DEVELOPMENT REF NO: DFSC/42/39/23**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
 : DFSC Office Kasteel Park, Erasmuskloof, Pretoria  
 : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree (NQF Level 7) with Research Methodology subject. Minimum of three years (3) experience and in policy research, with particular reference to conditions of service. The successful candidate must have a valid driver's license and be willing to travel locally and abroad with as directed by the Commission. Special requirements (Skills needed): Ability to apply sound research methodology and project management principles in policy development is a prerequisite. Sound understanding and ability to interpret relevant Acts, Regulations, Policies, Frameworks and Guidelines pertaining to conditions of service, policy development, monitoring and evaluation. Execute research programmes. Conceptual thinking and problem solving, Report writing (Written and verbal communication). Computer skills (MS Excel, MS Word and Internet),

- Negotiation skills, Networking, Good interpersonal relationship skills and Project Management.
- DUTIES** : The successful candidate will be Reporting to the Deputy Director Operational Support and responsible to perform the following core functions: Develop terms of reference for conditions of service research projects, as directed by the Commission. Conduct research and analysis on mandated conditions of service projects. Conduct thorough benchmarking and validation in developing research outputs. Ensure effective engagement with all relevant stakeholders in the development of research products. Conduct continuous monitoring, evaluation, review, and benchmarking of South African National Defence Force conditions of service and develop recommendations in this regard. Draft professional reports on all conditions of service research outputs.
- ENQUIRIES APPLICATIONS** : Mr Z.R. Munyai Tel No: (012) 367 9340
- : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.
- NOTE** : All the short-listed candidates will undergo a competency test.
- POST 39/21** : **SENIOR ADMINISTRATION OFFICER: CONTRACTING & MARKETING REF NO: CDCAC/43/39/23/03**  
Division: Defence Policy, Strategy & Planning  
Chief Directorate: Conventional Arms Control
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08), (all-inclusive salary package)  
Defence Headquarters Erasmuskloof, Pretoria  
Grade 12 (NQF L4) or equivalent with a recognised National Diploma/Higher Certificate (NQF 5/6). A minimum of three years (3) years' experience in Conventional Arms Control is required. Special Requirements (Skills needed): Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Good telephone etiquette, sound organisational skills/events management, excellent interpersonal skills. High level of reliability. Must be able to obtain a confidential security clearance within a year. Good communication skills (written and verbal), ability to act with tact and discretion and good presentation skills. Knowledge of Departmental policies and procedures. Knowledge of Conventional Arms, Knowledge in Client. Services Analytical and innovative thinking ability as well as problem solving skills.
- DUTIES** : The successful candidate will be responsible to perform the following core functions: Ensure policy research, formulation, monitoring and evaluation. Develop Benchmarks against other International Arms Control systems. Provide advice on Emerging Policy issues. Develop Internal Policy procedures. Provide Technical Analysis and Classification of Armaments. Ensure Compliance with Wassenaar Arrangement (WA). Serve to interface with the Technical Support Group. Ensure the development of internal procedures for technical analysis of items and products.
- ENQUIRIES APPLICATIONS** : Ms A.S. Marsh Tel No: (012) 355 6133  
: Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria where it must be placed in the box at the reception.
- POST 39/22** : **SENIOR STATE ACCOUNTANTS (X10 POSTS)**  
Division: Finance Management  
Chief Directorate: Budget Management
- SALARY CENTRE** : R359 517 per annum (Level 08)  
: Def Sec FMO, FMD FMO, Ref No: FMD/06/39/23/2A, Pretoria  
Def Sec FMO, DPSP Div FMO, Ref No: FMD/06/39/23/2B, Pretoria  
Def Sec FMO, DEISM FMO, Ref No: FMD/06/39/23/2C, Pretoria  
J Ops Bud Man, Interns Ops, Ref No: FMD/06/39/23/2D, Pretoria  
J Ops Bud Man, Fin Off Div HQ, Ref No: FMD/06/39/23/2E, Pretoria  
J Ops Bud Man, UN Ops, Ref No: FMD/06/39/23/2F, Pretoria  
SA Navy Budget Man Office, Ref No: FMD/06/39/23/2G, Pretoria  
Fleet Cond Bud Man, Ref No: FMD/06/39/23/2H, Simons Town  
Corporate Staff FMO, CMIS, Ref No: FMD/06/39/23/2I, Pretoria  
SA Air Force, Heli Sys GP Bud Off, Ref No: FMD/06/39/23/2J, Pretoria

- REQUIREMENTS** : Grade 12 (NQF 4) or equivalent certificate plus a three-year B degree or National Diploma in Finance / Accounting/Internal Auditing. A minimum of three (3) years' experience within budget management environment in a post of Finance Clerk Supervisor (Level 7) or equivalent level. 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)/any other financial systems, report writing system (IC), 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** : Mr L Nagel Tel No: (012) 355 5807
- 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: 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, Indian females, Coloured males and Persons with disabilities to all provinces.

**POST 39/23** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: FMD/06/39/23/03**  
Division: Financial Management  
Chief Directorate: Financial Services  
Directorate: Finance Support Service

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Finance ETD Centre, Thaba Tshwane, Pretoria  
: Grade 12 certificate or equivalent certificate plus B Degree or three year National Diploma in Human Resource Development, Human Resource Management, Public Administration or related qualifications with a minimum of 3 years working experience on post level 7 or equivalent executing training and development administration or HRD functions. A valid RSA or Military drivers' licence. Added advantage: training and development certificates, post graduate qualification. Special Requirements (Skills needed): Computer literate. Knowledge of PERSAL / PERSOL or any other financial systems. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, etc. Excellent verbal and written communication skills, work independently and in a team, work under pressure, make presentations, interact with other stakeholders and maintain discipline. Training and development regulations, policies and directives.

**DUTIES** : General HRD/ETD functions. Coordinate and facilitate various training programs, e.g. NSG programs; skills audit; administration of bursaries; administration of development programs, e.g. skills training courses; training and development plans, e.g. HRD plans, WSP, etc, functional /internal training programs, e.g. presenting internal finance courses, training and development administration functions, e.g. process training transactions on PERSOL or PERSAL, etc, general administration functions, e.g. budgeting and procurement activities for the Centre, etc; administrate physical resources, i.e. training equipment, etc. Attend meeting as or when required. NOTES: 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, Indian females, Coloured males and Persons with disabilities to all provinces.

**ENQUIRIES APPLICATIONS** : Ms M. Wehl Tel No: (012) 674 4740/41/45  
: 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.

**POST 39/24** : **FINANCE CLERK: SUPERVISOR REF NO: FMD/06/39/23/04 (X2 POSTS)**  
Division: Financial Management  
Chief Directorate: Financial Services  
Directorate: Finance Support Services

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Fin ETD Centre, Thaba Tshwane, Pretoria  
: Grade 12 certificate (NQF 4) or equivalent plus B Degree/ three year National Diploma in Human Resource Development, Human Resource Management, Public Administration, and related qualifications with a minimum of two (02) years' experience performing supporting duties on post level 5/6 or equivalent regarding training administration functions or Grade 12 certificate with a minimum of three (03) years' experience performing supporting duties on post level 5/6 or equivalent regarding training administration functions. A valid RSA/Military drivers' licence. Added advantages: MS Office packages certificate for excel and word. Knowledge of FMS or BAS and any other financial system. Special Requirements (Skills needed): Knowledge of PERSAL or PERSOL or any other financial systems. Knowledge of the PSA, PSR, PFMA, ETD policies. Computer literacy (MS Office packages). Good verbal and written communication skills, work in a team or independently, able to do routine work, work accurately under pressure.

**DUTIES** : Perform duties regarding the following: Administration and approval of system transactions relating to training, e.g. check and verify source documents, assist in administrating and reporting on training duties, e.g. providing training

statistics, participate in duties regarding training boards, e.g. bursary board, skill training board, IQC board, procurement of goods and services for the training environment, administration and safeguard of records and stock within ETD Centre (inventory, procurement, registry). General administration functions, e.g. compiling and capturing data, providing statistics, contribute in the budget planning, supervise subordinates, e.g. regarding workflow, training and discipline, etc, auxillary duties, e.g. tasks regarding OHS, etc.

- ENQUIRIES** :
- APPLICATIONS** : Ms M. Wehl Tel No: (012) 674 4740/41/45  
: 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. 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, Indian females, Coloured males and Persons with disabilities to all provinces.
- POST 39/25** : **CHIEF ACCOUNTING CLERKS (X5 POSTS)**  
: Division: Finance Management  
: Chief Directorate: Budget Management
- SALARY CENTRE** : R294 321 per annum (Level 07)  
: Pretoria:  
: MHS Bud Man, Base Supp BMO Ref No: FMD/06/39/23/5A  
: MHS Bud Man, Command Div Ref No: FMD/06/39/23/5B  
: MH Training Formation Budget Office Ref No: FMD/06/39/23/5C  
: SA Army Artillery Formation Ref No: FM D/06/39/23/5D  
: Corporate Staff, MP Div FMO (Bloemfontein) Ref No: FMD/06/39/23/5E
- REQUIREMENTS** : Grade 12 certificate (NQF 4) or equivalent plus a three-year B degree/National Diploma in Finance / Accounting with a minimum of two (2) years' experience within budget management environment in a post of Finance Clerk (Level 5) or equivalent, or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years' experience within budget management environment on a post level 5 or equivalent. Special Requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. 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)/any other financial system, report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Costing and Occupational Health and Safety (NOSA) and Supply Chain Management will be an advantage.
- 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. Take minutes and recordkeeping for relevant meetings and discussions. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

- ENQUIRIES** : Mr L. Nagel Tel: (012) 355 5807
- 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** : 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. Please use reference number not post number.
- POST 39/26** : **ACCOUNTING CLERKS (X9 POSTS)**  
Division: Finance Management  
Chief Directorate: Budget Management
- SALARY CENTRE** : R202 233 per annum (Level 05)  
: J Ops Bud Man, Interns Ops Ref No: FMD/06/39/23/6A Pretoria  
: J Ops Bud Man, Fin Off Div HQ Ref No: FMD/06/39/23/6B Mpumalanga  
: Corp Staff FMO, MP Div FMO Ref No: FMD/06/39/23/6C, Pretoria  
: SA Army Bud Man, Command Div Ref No: FMD/06/39/23/6D, Pretoria  
: Fleet Comd Bud Man, Command Div, Ref No: FMD/06/39/23/6E, Simons Town  
: Corp Staff FMO, Log Div FMO, Ref No: FMD/06/39/23/6F, Pretoria  
: Air Comd Budget Management, Technical Supp Sys Gp BMO, Ref No: FMD/06/39/23/6G, Pretoria  
: MHS, Budt Man, Area MH Form BO, Ref No: FMD/06/39/23/6H, Pretoria  
: SA Army Infantry Formation AM, Ref No: FMD/06/39/23/6I, Pretoria
- REQUIREMENTS** : Grade 12 (NQF 4) certificate or equivalent 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 communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) essential. Knowledge of Departmental Financial Management system (FMS)/any other financial systems, report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential. Knowledge of Costing and Occupational Health and Safety (NOSA) and Supply Chain Management.
- DUTIES** : Provisioning of a budget management service for the medium term expenditure framework (MTEF). Assist and participate in the process to develop the Annual Performance plan financial management guidelines. Assist in providing an expenditure and revenue budget control service in area of responsibility. Provide administrative Financial Management System Budget Control functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve al financial management documentation for audit. Taking minutes and recordkeeping for relevant meetings and discussions. Reproduction of all financial management documentation. Distribution of office documentation. The administering of allocated resources. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

- ENQUIRIES** : Mr L. Nagel Tel No: (012) 355 5807
- APPLICATIONS** : 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** : 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, white males, Indian males, Coloured females and Coloured males and Persons with Disabilities. Please use reference number not post number
- POST 39/27** : **PERSONNEL OFFICIAL: PRODUCTION REF NO: WOACAD/49/39/23**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Warrant officer's Academy, Wonderboom, Pretoria
- REQUIREMENTS** : Minimum requirements of Grade 12 certificate (NQF L4) or equivalent. Special Requirements (Skills needed): Ability to communicate verbally and in writing. Good interpersonal skills, Knowledge of Human Resource prescripts. Computer literacy in MS office (Word, Excel, PowerPoint and Access). A valid driver's licence would be an advantage.
- DUTIES** : Assist with leave administration. Milqual admin (courses). Housing Administration. Personnel Movement Administration. Administration of Termination of service. Operate office machines. Receive and register hand delivered mail and files.
- ENQUIRIES** : WO1 L.A. Rikhotso Tel No: (012) 529 0537 or SSgt S.T. Mashilo Tel No: (012) 529 0534
- APPLICATIONS** : Department of Defence, Warrant Officers' Academy Wonderboom, Private Bag X 01 Doornpoort, 0017.