

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 February 2025 (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 06/02** : **ASSISTANT DIRECTOR (4X POSTS)**
Financial Management Division, Chief Directorate Budget Management
- SALARY CENTRE** : R444 036 - R532 602 per annum (Level 9)
Pretoria
SA Army Support Formation, Ref No: FMD/01/06/25/01A
SA Navy, Ref No: FMD/01/06/25/01B
SAAF Air Command AMO and Air Force Office, Other BMO, Ref No: FMD/01/06/25/01C, (2 Posts)
- REQUIREMENTS** : Grade 12 (NQF 4) plus a three-year B Degree (NQF Level 7)/ National Diploma (NQF Level 6) in Finance/Accounting/ Cost & Management Accounting as recognised by SAQA. A minimum of three (3) years relevant experience in the budget management environment on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Formal training and knowledge of financial management in the Public Service/ Private Sector. Knowledge of strategic planning, budgeting and of HR management practices. Intermediate communication, analytical, innovative, problem solving and interpersonal skills. Proven computer literacy (MS Office) and public financial management are essential. Knowledge of Departmental Financial Management system (FMS), 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** : The provisioning of a financial management service within the AoR. The controlling of the execution of the financial plan. The application of budget management policies and instructions. Provide the FMS service to the AoR (Mainframe). Maintain the Financial Delegation Regime. Provide assistance related to financial matters. The provisioning of a budget management service for the MTEF process. Facilitate the financial aspects of the MTEF planning process to finalise the S/D Business Plan and Annual Performance Plans. Participate in the client environmental analysis and make recommendations pertaining to financial risks. Provide the financial management inputs to the commander's brief. Formulate inputs to the commander's brief. Assist with the preparation of the EOE. Participate in the process to finalise Annual performance Plan. Coordinate the evaluation of the Budget Submission. Provide an expenditure and revenue budget control service to the Service / Division: Institutionalise internal control mechanisms. Define the monitoring and evaluation protocols. Execution of the monitoring and evaluation protocol. Ensure compliance of administrative process wrt all Budget Control prescripts and regulations. Control direct debit expenditure. Ensure adjustment of the budget.

Provide Fin Man Advice to the Service/Division. Provide Financial Management advice for the strategic management process. Ensure BH support for all financial management matters. Provide financial advice for informed decision making. Provide Financial Management direction at the Command level in the area of responsibility. The provisioning of support for financial reporting and financial analysis. Define the Financial reporting requirements in area of responsibility (standard & specific/ad hoc). Develop reports. Interpret report and make recommendations to support managerial decisions. Communicate the financial reports to clients and subordinate. Provide the support for management of financial governance risk and compliance. Managed financial management audit queries. Participate in the process to define financial GRC risks. Evaluate and maintain the internal control system wrt financial governance and risks. Provide all audit financial management information required for area of responsibility. Implement the recommendations related to financial management from audit action plan. Support the process to report financial misconduct. Administer the allocated resources: Direct the budget management service in the area of responsibility. Maintain the budget management capability in the area of responsibility. Well administered budget management human resource component in area of responsibility. Support the budget management capability. Ensure compliance with Occupational Health and Safety standards within allocated facilities.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel Tel: (012) 355 5807.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, and Private Bag X 137, Pretoria, 0001 or email to Rendani.Makungo@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE

: Financial Management Division is guided by the principle of the 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, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

POST 06/03

: **ASSISTANT DIRECTOR FUNDING REF NO: FMD/01/06/25/02**
Financial Management Division, Chief Directorate Budget Management: Funding

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 - R532 602 per annum (Level 9)
: Pretoria.
: Grade 12 (NQF 4) plus a three-year B Degree (NQF Level 7)/ National Diploma (NQF Level 6) in Finance/Accounting/ Cost & Management Accounting as recognised by SAQA. A minimum of three (3) years relevant experience in the Budget Management environment on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Essential knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations (TR). Knowledge of the Standard Chart of Accounts (SCOA) and Economic Reporting Framework. Knowledge of the Financial Management System (FMS) and advance Management Information Systems (Focus report writing). Proven computer literacy – advance computer software training in MS Office. Conventional Service Writing (CSW) and staff work essential. Intermediate managerial-, communication-, analytical-, innovative, problem solving and interpersonal skills. Ability to work under pressure and long hours when required.

DUTIES

: Support the management and funding of operations and activities: Evaluate, analyse and report on the costing and the execution of budget control during operations/activities. Assisting in providing the draft Departmental Budget Control policy and provide regulatory framework and Budget Control inputs to Departmental policies: Provide, coordinate and prepare inputs to DBC's- and Departmental policies. Facilitate the approval and distribution process. Administering of the August DPBEC: Compile the instruction and provide and co-ordinate the administrative- and secretarial duties during the meeting. Assisting in compiling of a draft Treasury Memoranda for the Adjustments Budget: Obtain target dates and inputs to the draft Treasury Memoranda. Assist in the drafting, routing for approval and distribution of the Treasury Memoranda. Providing inputs for the Annual Report and Financial Statement's Management Report of the DOD: Obtain target dates, guidelines and format for the submissions. Coordinate and verify inputs for correctness and completeness. Submit inputs according to target dates. Compiling a DoD Personnel Report: Write the applicable report to obtain the relevant data. Analyse the data and prepare projections accordingly. Submit a draft report and distribute after sign-off. Administering the Directorate's management processes: Obtain budget preparation guidelines with target dates and financial ceilings. Compile draft APP and budget requirements. Manage the Directorate's Asset Register. Compile monthly and quarterly reports and route for signature.

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APPLICATIONS**

: Mr L. Nagel tel: (012) 355 5807.
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CLOSING DATE : 28 February 2025

POST 06/04 : **ASSISTANT DIRECTOR, REF NO: FMD/01/06/25/03**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R444 036 - R532 602 per annum (Level 9)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF L4) or equivalent 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. Special requirements (Skills needed): Knowledge and sound reasoning of mathematical, accounting and problem-solving ability with strong supervisory skills. Knowledge of computer systems in the public Service/Private Sector, including Persol/Persal, and Microsoft packages (MS Word, Excel and Power point). 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 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). Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. 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: (012) 392 2413.
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

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, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

CLOSING DATE : 28 February 2025

POST 06/05 : **ASSISTANT DIRECTOR (FINANCIAL MANAGEMENT): REF NO: F MD/01/06/25/04**
Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Service, Sub-directorate Contract Admin

SALARY : R444 036 - R532 602 per annum (Level 9)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree in Law or equivalent legal qualification (NQF 7) e.g. B Proc, Bcom Law, LLB, etc. A minimum of 3 years work experience in Contract Management environment on post level of Senior State Accountant (Level 8) or equivalent. Special requirements (Skills needed): Valid RSA driver's license/military license. If not in possession of military licence, be able to obtain one within a year. Must be able to obtain security clearance within a year. Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Prescription Act and other relevant legislation in the Public sector. Good knowledge of all relevant legislations and regulatory frameworks in the Public Service. Good knowledge of legal and financial processes related to the contracts. Ability to research, draft, interpret and manage legal contracts. Be able to interpret and apply Legislation, Ability to work in a team and independently. Problem solving,

communication and presentation skills (i.e. verbal & written), negotiation and interpersonal skills. Be able to communicate at various levels of management. Be willing to travel within a short notice when necessary or required.

DUTIES : Research, drafting, negotiating and assisting with litigation of formal and study contracts as requested by different clients in the Department of Defence (DOD). Ensure that all contracts are legally enforceable. Assist and liaise with department's Legal Services and State Attorney's office in litigation pertaining to study and other contracts. Handle queries and enquiries from Services and Divisions. Attend meetings, negotiations and provide legal advice as/when required. Managing administration relating to breach of study contracts. Evaluate and report debt emanating from breach of contract (studies) to Debtors Section. Provide advice to Arms of Services and Divisions on study contract policy. Present policy/ies at ETD and Study Review Board, Ensure that newly developed contracts are vetted by Legal Services section. Provide monthly and quarterly management information reports to the Deputy Director Special Finance Services. Manage resources and staff members assigned to the section.

ENQUIRIES APPLICATIONS : Mr L.S. Khotle, tel: (012) 392 2557.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

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, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.

CLOSING DATE : 28 February 2025

POST 06/06 : **ASSISTANT DIRECTOR: REF NO: FMD/01/06/25/05**
Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Supplier Payments

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 9)
: Pretoria.
: Grade 12 (NQF L4) or equivalent 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. Special requirements (Skills needed): Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly apply financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively lease and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Decisive and persevering in respect of task finalization. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

DUTIES : Ensuring timely payment of all invoices. Management of all supplier payment documentation so as to ensure that it is correct according to prescripts, regulations and policy, prior to payment being effected. Preparation of supplier accounts/invoices by verifying payment documents for anomalies, verifying payments on the FMS and registering and coupling invoices for payment. Reporting, investigating and following-up of all finance-related irregularities. Compiling and submitting the prescribed management reports, information and statistics. Compiling, submitting monthly, quarterly and annual reconciliation. Ensuring the safekeeping of all accounting and payment documentation, files and data for audit purposes in accordance with Treasury Regulations and the PFMA. Evaluating and maintaining the internal security measures at the section. Training, guiding and developing subordinate personnel. Budgeting and attending the Budget Control Committee. Facilitation of Staffing Boards, analyse and review documents for your manager/supervisor. Assisting in investigating, co-ordination and answering of audit queries. Managing of personnel and performance evaluation as required per prescripts, assets and materièl resorting under control of this post.

ENQUIRIES APPLICATIONS : Ms S.M. Dlamini, tel: (012) 392-2892 or 2890.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

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, Coloured Females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

CLOSING DATE

: 28 February 2025

POST 06/07

SENIOR STATE ACCOUNTANTS REF NO: FMD/01/06/25/06 (2X POSTS)

Finance Management Division, Chief Directorate Accounting, Directorate Related Payments, Medical Payments, Patient Admin Payment Lyttleton

SALARY

: R376 413 - R443 403 per annum (Level 8)

CENTRE

: Pretoria.

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent Special requirements (Skills needed): Sound understanding of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate. Understanding of the financial and accounting processes. Ability to effectively compile and present reports. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates.

DUTIES

: Ensure that medical invoices are processed timeously. Managing the preparation of medical accounts, drawing, checking and approving schedules on the system. Checking and approval of journals processed in the system. Ensure that suspense accounts are cleared on a monthly basis and reported accordingly. Check and verify all medical reimbursements prior to approval on the system. Provide monthly reports on the performance of the office. Attend to audit queries and provide information timeously. Attend meetings and other office administrative tasks. Ensure proper filing of all financial records. Attend to queries from internal and external stakeholders. Compile Section Budget and monitor on a monthly basis. Investigate and follow up on all finance-related irregularities. Supervise and manage all subordinates.

ENQUIRIES

: Ms N. Bhengu, tel: (012) 392 3110.

APPLICATIONS

: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Fikile.Mokonyane@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

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POST 06/08

ACCOUNTING CLERK: SUPERVISOR (5 X POSTS)

SALARY

: R308 154 – R362 994 per annum (Level 7)

CENTRE

: Pretoria: Finance Management Division, Chief Directorate Budget Management: Def Sec FMO, Ref No: FMD/01/06/25/07A

Pretoria: Corporate Staff FMO, Chaplain General FMO, Ref No: FMD/01/06/25/07B

Pretoria: SA Army, Infantry Formation, Ref No: FMD/01/06/25/07C

Pretoria: SA Air Force Command BM, Comb Sys GP Budget Management, Ref No: FMD/01/06/25/07D

Cape Town: SA Navy, Fleet Command BM, Command Division, Ref No: FMD/01/06/25/07E

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate with three to five (3 – 5) years' relevant experience in finance environment. Appropriate mainframe/system courses will be applicable. Grade 12 certificate with Finance/Accounting related subjects or three (3) years B Degree or National Diploma in Finance/Accounting with a minimum of three to five (3 – 5) year's relevant working experience on a post level 5 will be significantly advantageous. 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. Computer literacy (Microsoft packages) and public financial management are essential. Knowledge of Departmental Financial Management systems (FMS), report writing systems (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential or any other financial systems and Supply Chain Management will be an advantage.

DUTIES

: Provisioning of financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the

FMS (mainframe) service to area of responsibility. Ensure compliance to the delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to an area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice 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

: Def Sec BMO (Mr E. Ridgard), tel (012) 355 5510, SA Army
 (Ms T.M.Sekgobela) tel: (012) 355 1238, SA Airforce
 (Mr S.R. Molekwa) tel: (012) 312 2209, SA Navy
 (Ms R.E. Mamaguvhi) tel: (012) 339 4220.

APPLICATIONS

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POST 06/09

: **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/06/25/08**
 Finance Management Division, Directorate Stores, Services and Related Payments (DSSRP), Sub-Directorate, Corporate Payments

SALARY CENTRE REQUIREMENTS

: R308 154 – R362 994 per annum (Level 7)
 : Pretoria.
 : Grade 12 (NQF L4) or equivalent certificate with three to five (3 – 5) years' relevant experience in finance environment. Appropriate mainframe/system courses will be applicable. Grade 12 certificate with Finance/Accounting related subjects or three (3) years B Degree or National Diploma in Finance/Accounting with a minimum of three to five (3 – 5) year's relevant working experience on a post level 5 will be significantly advantageous. Special requirements (Skills needed): Sound knowledge of the Public Finance Management Act and Treasury Regulations will serve as a strong recommendation. Ability of understanding, interpreting and correctly applying financial policies and prescripts. Must be computer literate and have knowledge of Microsoft Packages and Financial Systems. Understanding of the financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving ability. Ability to effectively compile and present reports. Must be knowledgeable with Human Resource Management (People Management) practices. Well-developed verbal, written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trust worthy. Decisive and persevering in respect of task finalisation. Being in a position of a valid RSA/Military vehicle driver's license would serve as an advantage. The successful candidate will be required to complete all relevant courses.

DUTIES

: Administer settlement of all payments on time. Ensure a detailed check on documentation. Execute all queries emanating from corporate promptly and compile a prompt response to all audit queries relating to accounts payable. Reporting and rectifying any deviation found iro contract/instruction and delegations prior to the approval of payments. Follow up on all payment

documentation received late for payments and make sure that appropriate preventative action taken in respect thereof. Verification of journals and confirmation of Telkom Accounts. Knowledge in respect of foreign payments. Reporting all financial misconduct as required by the prescripts. Keeping the relevant statistics for management purposes. 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. Manage personnel and assets within the sub-directorate.

- ENQUIRIES** : Ms D.D. Nchabeleng, tel: (012) 392 2893/2892.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Fikile.Mokonyane@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
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- CLOSING DATE** : 28 February 2025
- POST 06/10** : **ACCOUNTING CLERKS: PRODUCTION (3 POSTS)**
Finance Management Division, Chief Directorate Budget Management:
- SALARY** : R216 417- R254 928 per annum (Level 5)
- CENTRE** : Pretoria
Army Support Formation, Ref No: FMD/01/06/25/09A
Central Staff BM, Ref No: FMD/01/06/25/09B
SA Air Force, Air Comm, Ref No: FMD/01/06/25/09C
- REQUIREMENTS** : Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage Special requirements (Skills needed): Basic communication, analytical, innovative, problem solving and interpersonal skills. Computer literacy (MS Office) essential. Knowledge of Departmental Financial Management system (FMS), report writing system (IC), Departmental Accounting, Standard Chart of Accounts, Conventional Service Writing and staff work essential or any other financial systems 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 the area of responsibility. Provide administrative Financial Management System Budget Control functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve 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** : SA Army (Ms T.M.Sekgobela) tel: (012) 355 1238, SA Airforce
(Mr S.R. Molekwa) tel: (012) 312 2209, Central Staff
(Ms E.J. Van Vuuren) tel: (012) 355 5805.
- APPLICATIONS** : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Financial Management Division is guided by the principle of the 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, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is an assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

<u>POST 06/11</u>	:	<u>ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/06/25/10 (2X POSTS)</u>
		Finance Management Division. Chief Directorate Accounting, Directorate Central Accounts, Debtor Management
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 5)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): 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. Reasoning, mathematical and problem solving ability. Ability to effectively communicate with clients/debtors. Positive, trustworthy, loyal, sound judgemental ability and aiming for zero defect.
<u>DUTIES</u>	:	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, preparing outgoing correspondence and processing 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.
<u>ENQUIRIES</u>	:	Mr K.O. Nyamane, tel: (012) 392 2778.
<u>APPLICATIONS</u>	:	Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Precious.Musoliwa@dod.mil.za . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
<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, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer-based assessment and written evaluation.
<u>POST 06/12</u>	:	<u>ACCOUNTING CLERK: PRODUCTION, REF NO: FMD/01/06/25/11</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 5)
<u>CENTRE</u>	:	Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate: Medical Payments, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Basic knowledge of financial and accounting processes and understanding of the Public Finance Management Act, Treasury Regulations and other prescripts. Computer literate (MS Office software packages). Ability to work independently and team oriented. Ability to effectively communicate with internal and external stakeholders.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive and acknowledge invoices, Check invoices for correctness and validity. Process all medical payments timeously. Utilise the Finance Management System (FMS) to correctly process valid payment. Ensure that the medical practitioner has a supplier code. Ensure that the account/invoice has not been paid before. Clear suspense accounts and compile journals. Assists in attending to audit queries and providing copies of documents when necessary. Safekeeping and proper filing of financial records. Attend enquiries regarding payment of medical accounts/invoices. Perform enquiries on PERSOL regarding the medical details of SANDF members. Correctly apply all policy prescripts and regulations on the processing of medical accounts. Assist in general office administration, taking minutes, procuring of office items, collecting and delivering of documents.
<u>ENQUIRIES</u>	:	Ms N. Bhengu, tel: (012) 392 3110.
<u>APPLICATIONS</u>	:	Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
<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, White males, Indian males, Indian females,

Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.

- CLOSING DATE** : 28 February 2025
- POST 06/13** : **ACCOUNTING CLERK: PRODUCTION, REF NO: FMD/01/06/25/12**
Directorate Stores, Services & Related Payments (DSSRP), Sub-Directorate Cash Payments, Cash Payment Region 2
- SALARY** : R216 417 - R254 928 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Ability of understanding, interpreting and correctly applying financial policy and prescripts. Basic Accounting skills and knowledge of contract management and supply chain management process. Must be computer literate and have knowledge of Microsoft Packages and Financial Systems. Sound knowledge of the Public Finance Management Act (PMFA) and Treasury Regulations will serve as a strong recommendation. Basic knowledge of the financial and accounting processes. Well-developed verbal, written communication skills with good interpersonal relations. Team-player, receptive to suggestions and focused on zero defect. Positive, loyal, creative and trustworthy. Decisive and persevering in respect of task finalisation. Sound reasoning, mathematical and problem solving ability as well as being trustworthy honest and loyal, positive and innovative. The successful candidate will be required to complete all relevant courses.
- DUTIES** : Timely processing of documents for payment. Verification of cash purchase and sundry transactions in accordance with policy prescripts. Drawing of Accountant and Sub-Accountant Approval Schedules. Compilation of Journal transactions, capturing it and verifying it on the Financial Management System. Performing enquiries on the Central Advance System. Assisting with the administration of replenishments of Sub-Advance Accounts on a daily basis. Assist in compiling accounting reports/statistics. Administration of payments with regard to local air and bus tickets for the travel agent (AB Logistics) of the Department. Ensuring that all payments for the travel agent are paid on time and follow up on any deviations. Answering of queries concerning accounting aspects with regard to Main Advance Accounts and Sub-Advance Accounts. Obtain and provide relative feedback to involved role players. Assisting with general administrative functions and archiving, filing, and safekeeping of all accounting documentation.
- ENQUIRIES** : Ms D.D. Nchabeleng, tel, (012) 392 2916
APPLICATIONS : Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- 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, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025
- POST 06/14** : **ACCOUNTING CLERK: PRODUCTION, REF NO: FMD/01/06/25/13**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment)
- SALARY** : R216 417 - R254 928 per annum (Level 5)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 certificate (NQF 4) or equivalent. Matric certificate with Finance/Accounting related subjects, post matric qualification in Finance/Accounting, a minimum of one year relevant experience and a valid RSA/Military driver' license will be an added advantage. Special requirements (Skills needed): Computer Literate (MS Office packages). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective, 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 regard to task finalization and able to effectively function under pressure. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, registration of file and documents, data capturing on financial and salary systems.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorated bonus due to DOD personnel that exit DOD, salaries and allowances to DOD personnel out of service. Executing of the constant collaboration and communication with

supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, tel, (012) 392 2417.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- 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, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025
- POST 06/15** : **SENIOR SECRETARY, REF NO: FMD/01/06/25/14**
Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services
- SALARY CENTRE REQUIREMENTS** : R216 417 - R254 928 per annum (Level 5)
: Pretoria.
: Grade 12 certificate (NQF 4) or equivalent. Post matric qualification in general administration related field, and exposure to general administrative/secretarial duties including management of office assets stationery, procurement will be an added advantage. etc. Special requirements (Skills needed): Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure. Ability to handle variety of tasks Good inter-personal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.
- DUTIES** : Render effective and efficient secretarial services to the director. Take minutes in Director's meetings. Type a variety of documents, including agendas, memos, letters and reports. Handle and maintain the Director's diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisation, receiving visitors and serve tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the director receives agendas and minutes timeously. Update and store the director's personal information. Remind the Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for the procurement of office requirements in the Director's office.
- ENQUIRIES APPLICATIONS** : Ms A. Nkomo Tel, (012) 355 5795.
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Tshepo.Magau@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.
- 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, White males, Indian males, Indian females, Coloured males, Coloured females and Persons with Disabilities. Shortlisted candidates will be subjected to pre-entry assessment: (a) practical exercise which is assessment based on the post's technical and generic requirements (b) integrity (Ethical Conduct) assessment based on three factors: oral examination, computer based assessment and written evaluation.
- CLOSING DATE** : 28 February 2025