

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 July 2023 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 22/89** : **SENIOR STATE ACCOUNTANT, REF NO: CFO 23/3/1**
- SALARY CENTRE** : R359 517 per annum (Level 8)
: Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Supplier Payments, 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/Grade 12 certificate with finance/accounting related subjects with a minimum of seven years relevant experience on a post level 7 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 applying financial policies and prescriptions. 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. Must be knowledgeable with Human Resource Management (People Management) practices. 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 trust worthy. 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. Assisting in the 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** : Ms D.D. Nchabeleng, Tel, (012) 392 2890/2892
- APPLICATIONS** : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. NOTE: Please use reference number not post number.
- NOTE** : Preference will be given to African males, African females, Indian males, Coloured males, Coloured females and Persons with Disabilities.
- POST 22/90** : **SENIOR STATE ACCOUNTANT, REF NO: CFO 23/3/2**
- SALARY** : R359 517 per annum (Level 8)
- CENTRE** : Financial Management Division, Chief Directorate Accounting, Directorate Stores, Services & Related Payments, Sub-Directorate Cash Payments Region 1, Pretoria.
- REQUIREMENTS** : Grade 12 certificate (NQF L4) or equivalent 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, or Grade 12 certificate with finance/accounting related subjects, with a minimum of seven years relevant experience on a post level 7 or equivalent. Special requirements/Skills needed: Sound knowledge of the Public Finance Management Act and Treasury Regulations. Computer literate, knowledge of Microsoft Office software applications and knowledge of financial systems. Thorough knowledge of financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem-solving abilities. Knowledgeable regarding Human Resource Management (people management) practices. Well-developed verbal and written communication skills. Good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork, receptive to work-related suggestions/ideas. Decisive and persevering in respect of task finalization. Positive, loyal, creative, trustworthy. Added advantage: being in a possession of a valid RSA/military driver's license.
- DUTIES** : Process Main and Sub-Advance Account replenishments (including temporary increases). Manage/administrate centralised cash withdrawals from commercial banks. Maintain/control Replenishment- and Cash Withdrawal Registers. Compile/submit the Cash Withdrawals/Deposits (and Bank Cost) certification. Execute Main Advance Account commercial bank reconciliations. Compile/submit the Bank Account Daily Exception report. Compile/submit the Stagnant Bank Balances report. Manage telephone accounts, including private call payments and compiling/submitting the Telephone Accounts report. Compile/submit the Gifts/ Hospitality/ Donations report. Compile/submit the Security Clearances report. Administrate Work Attendance Registers. Administrate leave applications (including submitting applications to the Human Resources Section); also compiling/submitting the Leave certification. Compile/submit the Absenteeism return. Manage mainframe access, including the updating of user IDs and –profiles, compiling/submitting the Information and Communication System Security Personal Undertakings report, compiling/submitting the Mainframe Access certification, updating specimen signatures for Changes to Registration of Financial Management System Operators and auhorisation of changes to Financial Management System

operators' registration. Manage journals, including the processing of journals, compiling/submitting the Journal Batch report and safekeeping of journals- and related registers. Maintain the Funds Transferred Abroad report. Compile/submit the Flexi Working Hours agreement. Review Telegraphic Transfer main- and co-signatories. Maintain Cash Office Management Specimen Signature Files (for temporary increases and cash withdrawals). Compile Main- and Sub-Advance Account Replenishment Amount reports. Confirm finalization of E-Disclosure of Financial Interests. Maintain an updated Personnel Register Card. Consolidate leave- and course planning. Compile/submit the Occupational Health and Safety Representative Inspection list. Safeguard duplicate Cash Office safe combinations. Compile/submit the Safe Combinations report. Maintain a general registry (filing/archiving of hard copies and digitization/filing of soft copies). Compile/submit the Annual Banking fees reconciliation. Compile/submit the electronic banking certification. Compile/submit the Cash Counts not Performed Report. Compile/submit the Cash Losses Report. Confirm and report Financial Misconduct incidents. Compile/submit the Consolidated Control System Register Numbers Assigned to Cash Payments report. Compile/submit the Consolidated Control System report. Manage logistics, including inventory stock takes, allocated official vehicles, stationary and disposals. Compile/submit Medium Term Expenditure Framework estimates and control in-year expenditure. Compile/submit the Asset Losses/Damages return. Compile/submit the Transport return. Compile/submit the Finance Lease return. Certify/submit the Internet tax invoice for payment. Provide in-post training to subordinates. Compile in-post training reports and update personal files. Issue subordinates with duty sheets/delegations. Compile probation reports in respect of new appointees and update personal files. Ensure compliance with the departmental Performance Management and Development System process (appraisals and performance discussions). Maintain commercial bank accounts, including electronic banking. Maintain virtual structure elements on the Financial Management System.

**ENQUIRIES
APPLICATIONS**

: Mr A. Johnston, tel, (012) 392 2876
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

POST 22/91

: **FINANCE CLERK SUPERVISOR, REF NO: CFO 23/3/3**

**SALARY
CENTRE**

: R294 321 per annum (Level 7)
 : Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Contract Administration Section, Pretoria.

REQUIREMENTS

: Grade 12 (NQF L4) plus a three year Degree/National Diploma in Public Administration or Law with two (2) years' experience in Contract Management /Administration environment on a salary level 5 or equivalent or Grade 12 certificate with three (3) years' experience in Contract Management/Administration environment on salary level 5 or equivalent. Special requirements/Skills needed: Good knowledge and understanding of Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations and the Prescription Act. Analytical thinking ability and problem solving skills. Communication skills (verbal and written). Ability to compile reports, letters, submissions and minutes. Able to draft and have presentation skills. Ability to work and draft documents in MS Package (Excel, Word and Access). Must be able to work in a team and function independently. Must have good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Must have a valid Civilian/Military driver's licence, If not in possession of Military/RSA licence, be able to obtain one within a year. More years' experience in contract administration in State Funded Education, Training and Development (ETD) will be an added advantage.

DUTIES

: Perform general office tasks: Receiving and registering of contracts for state-funded studies, formal and other service contracts. Analyse the study contracts for compliance with legislative framework. Evaluate and process reimbursement applications from Services and Divisions. Capture and update contracts on the system. Maintain and update the contracts/agreements

		(Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Verify and submit contracts for endorsement. Compile and submit monthly reports to management. Maintain the filing and archive system. Supervise junior officials. Provide training of subordinates and new appointees under direct supervision. Monitor and ensure compliance to prevailing regulatory framework. Assist in the coordination and execution of administrative tasks. Attend meetings as and when required. Handle queries and enquiries from Services and Divisions. Liaise with other stakeholders and role-players.
<u>ENQUIRIES</u>	:	Mr L.S. Khotle, tel, (012) 392 2557.
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	Preference will be given to African males, African females, Indian males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 22/92</u>	:	<u>ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR REF NO: SG 02/23/05</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	South African Military Health Service HQ, (Patient Administration), Lyttleton, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with three (3) to five years (5) years' experience of in Patient Administration environment. Special requirement (skills needed): Computer literacy (Word and Excel organizing and interpersonal relationship skills basic knowledge of Health Informatics System (HIS), Financial Management system (FMS) and mainframe. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Familiar with the use of UPFS tariffs, proven ability to communicate effectively (verbal and written), orientated towards teamwork and receptive to work related suggestions. Enthusiastic and positive personal conduct.
<u>DUTIES</u>	:	Processing/capturing of medical invoices received from Potential Private Suppliers (PPS's) on HIS and link them to FMS for payment. Receive invoices on HIS, through investigation of invoices, verification, printing of attachments and dispatching. Detecting and report irregularities, compiling of account statistics/reports, ensure safe keeping of documents. Management of enquiries related to medical invoices. Processing the documents of PPS's for registration in the DOD system through National Codification Bureau (NCB) and Bank Management. Working daily/night shift hours.
<u>ENQUIRIES</u>	:	Colonel M. Gumede, Telephone: (012) 671 5046 Lieutenant Colonel N.G. Magubane, Telephone: (012) 671 5555
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
<u>POST 22/93</u>	:	<u>ADMINISTRATION CLERK (PATIENT ADMINISTRATION): REF NO: SG 02/23/09 SUPERVISOR (4 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 7)
<u>CENTRE</u>	:	3 Military Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent or equivalent with three (3) to five years (5) years' experience in administration environment. Patient Administration and mainframe experience is requirement. Special requirements (skill needed): Managerial skills. Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must have previous administrative hospital, medical consulting room or financial management experience. Must be able to obtain security clearance within a year. Must be able to work under pressure. Must be able to work night shifts.

- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling Quarterly and monthly statistics for management. Retrieve records for HCP's / management. Problem solving. Supervision. Special Auths, Med Debtors and invoice management.
- ENQUIRIES** : Major M.M. September, Telephone: (051) 402 2355 Captain Z.O. Ngubane, Telephone: (051) 402 2236
- APPLICATIONS** : Department of Defence, 3 Military Hospital, Private Bag X 40003, Brandhof, 9324 or maybe hand delivered to 3 Military Hospital, Furstenburg Road, Tempe, Bloemfontein.
- POST 22/94** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG/02/23/11
- SALARY** : R294 321 per annum (Level 7)
CENTRE : Area Military Health Unit Kwa-Zulu Natal, Durban
REQUIREMENTS : Grade 12 (NQF Level 4) with three (3) to five years (5) years' experience in an administration environment and mainframe experience will be a recommendation. Special requirements (skills needed): Data capturing, secretarial skills, reception, bookkeeping, office admin Managerial skills. Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, knowledge of capturing and digital scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties. Handling office conflict and minor disputes.
- ENQUIRIES** : Captain V.A. Crous, Telephone: (031) 451 1940 Warrant Officer 2 T. Frazer, Telephone: (031) 451 1875
- APPLICATIONS** : Department of Defence, Military Health Unit Kwa-Zulu Natal, Bluff Military Base, Cnr Lighthouse Rd and Marine Drive, Bluff, 4036
- POST 22/95** : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG 02/23/12
- SALARY** : R294 321 per annum (Level 7)
CENTRE : Area Military Health Unit Free State, Bloemfontein.
REQUIREMENTS : Grade 12 (NQF Level 4) with three (3) to five years (5) years' experience in an administration environment. Mainframe experience will be a recommendation. Special requirements (skills needed): Managerial skills. Computer literate (Word, Excel, Power Point and Persol/Persal), organizing, interpersonal relationship skills, knowledge of capturing and digital scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain a confidential security clearance within a year.
- DUTIES** : Managing health records. The applicant will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record queries. Telephonic queries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties. Handling office conflict and minor disputes.
- ENQUIRIES** : Major L. Tshita, Telephone: (012) 402 1935
APPLICATIONS : Department of Defence, Military Health Unit Free State, Private Bag X20503, Bloemfontein, 9300

POST 22/96 : **ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR**
REF NO: SG 02/23/13

SALARY : R294 321 per annum (Level 7)
CENTRE : Area Military Health Unit Limpopo.
REQUIREMENTS : Grade 12 (NQF Level 4) with three (3) to five years (5) years' experience in administration environment. Special requirements (skills needed): Knowledge of clerical and administration duties, practices as well as the ability to capture data. Good written and oral communication skills. Excellent computer skills and knowledge and experience with Microsoft office software. Good typing skills. Problem solving skills.

DUTIES : Render data capturing services, filling. Effective use of technology to contribute to organizational efficiency and work distribution. Provide administrative support services. Generate spreadsheets. Update the system on all data sets. Validate data to ensure correctness, competences and consistency. Compile statistical information/ reports. Receive statistical information for further processing. Capture and update information from manual records to electronic documents. Update and file/ archiving of records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Lieutenant Colonel T.M. Kigozi, Telephone: (015) 299 3124 Major L.W. Rambau, Telephone: (015) 299 3110

APPLICATIONS : Department of Defence, Area Military Health Unit Limpopo, Private Bag X9701, Polokwane 0700.

POST 22/97 : **ACCOUNTING CLERK, (3X POSTS)**

SALARY : R202 233 per annum (Level 5)
CENTRE : Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), Finance Accounting Service Centre FASC Bloemfontein, Free State, Ref No: CFO 23/3/4A
FASC Port Elizabeth, Eastern Cape, Ref No: CFO 23/3/4B
FASC Makhado, Limpopo, Ref No: CFO 23/3/4C

REQUIREMENTS : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Basic knowledge of financial and accounting processes. Special requirements/Skills needed: Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescriptions. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.

DUTIES : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies in to the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of TELKOM accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.

ENQUIRIES : Ms D.D. Nchabeleng, Tel, (012) 392 2893/2892.
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: Please use reference number not post number.

NOTE : Preference will be given to Eastern Cape Province (African males and Coloured males), Limpopo (African males), Free State (African males and Coloured females, Coloured males) and Persons with disabilities to all provinces.

POST 22/98 : **ACCOUNTING CLERK, REF NO: CFO 22/3/5**

SALARY : R202 233 per annum (Level 5)
CENTRE : Finance Management Division, Directorate Central Accounts, Sub Directorate: Bank Management, Pretoria.

REQUIREMENTS : Grade 12 certificate (NQF L4) with Finance/Accounting related subjects. Added Advantage: Post Matric qualification in Finance/Accounting related field. A minimum of 1 year relevant experience in Finance and Banking/Bookkeeping. Special requirements/Skills needed: Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in terms of task finalisation and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Knowledge of Financial Management System (FMS)/BAS, Safety Web Banking System, PERSOL/PERSAL, MS Word and Excel programs will serve as a strong recommendation.

DUTIES : Reconcile the bank account of the Department of Defence (DOD) by registering bank transactions received from National Treasury on FMS and transfer the data to State Information Technology Agency (SITA). Identify entries on the Paymaster-General Account (PMG) of the DOD, Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions, Capture Stop payments as requested by DOD accountants. Clear suspense accounts for the Sub-Directorate, Capture Funds requisition of the DOD on Safety web, Capture and Register verified banking details of all DOD suppliers, Compile and submit the prescribed management reports, information and statistics, Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations) and related payment processes (e.g. processing of journals and clearing of suspense accounts)

ENQUIRIES : Ms N. Dlepuma, Tel, (012) 392 2727.

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: Please use reference number not post number.

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

POST 22/99 : **ACCOUNTING CLERK REF NO: CFO 23/3/6 (3POSTS)**

SALARY : R202 233 per annum (Level 5)
CENTRE : Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment), Pretoria.

REQUIREMENTS : Grade 12 certificate (NQF L4) with Finance/ Accounting related subjects. Added Advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. Being in the possession of valid RSA/Military drivers license. Special requirements/Skills needed: Computer Literate (MS Office packages). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience. Being in the possession of valid RSA/Military drivers license. 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 prorata 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 to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

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

POST 22/100

: **ACCOUNTING CLERK REF NO: CFO 23/3/7**

SALARY
CENTRE

: R202 233 per annum (Level 5)
: Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Specialised Finance Services, Administration Support, Pretoria.

REQUIREMENTS

: Grade 12 certificate (NQF L4) with Finance/Accounting related subjects. Added Advantage: Post Matric qualification in Finance/Accounting related field. A minimum of one year relevant experience in assets management and procurement environment (demand and supply). Special requirements/Skills needed: Computer literate (MS Word, Excel and PowerPoint). Analytical thinking ability and problem solving skills. Ability to compile effective reports, letters memorandums, minutes and statistics. Excellent communication skills (verbal and written). Teamwork, but also able to operate independently. rustworthy, reliable with good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Be able to travel on short notice. Able to handle routine tasks of repetitive nature. Must be able to obtain a confidential security clearance within a year. Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes. Being in the possession of valid RSA/Military drivers license.

DUTIES

: Provide supply chain functions and services within the procurement environment. Manage the petty cash system for the directorate. Compile/submit management reports. Receive, register and administer new demands/request from clients. Maintain a procurement register. Assist in checking and verifying of items received and items issued to and from clients. Ensure that assets are tagged and captured in the Asset Register. Ensure that all transactions are reconciled not later than the prescribed period. Ensure that Receipt Vouchers (RV's) are printed. Assist the purchasing officer whenever required with procurement for the Division. Utilise the Financial Management System (FMS) to verify availability of funds and the correctness of series before a petty cash transaction is submitted for approval to the procurement officer, budget holder and the budget manager. Ensure the effective, efficient, economic and management of all resources under the control of this post.

ENQUIRIES
APPLICATIONS

: Mr L.S. Khotle, Tel, (012) 392 2557.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

NOTE

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

POST 22/101

: **SENIOR OPERATOR, REF NO: CFO 23/3/8**

SALARY
CENTRE

: R147 036 per annum (Level 3)
: Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Directorate Personnel Payments, Pretoria

REQUIREMENTS

: Grade 10 or 12 certificate. Added Advantage: Knowledge of basic MS Word computer applications. Valid RSA/Military driver's licence Special requirements/Skills needed: Good communication skill (verbal and written), interpersonal skills, adaptability & resourcefulness. Ability to handle variety of task execution. Knowledge, experience and the ability to effectively replace

fluorescent light tubes and various items by using tools such as screw drivers, electric drills, pliers, hammers, saws, ladders, chisels, sanding machines etc. Be physically to execute the tasks and duties.

DUTIES

: Operate office equipment and machines such as photocopiers, facsimile machines, document binding machines and papers shredding machines. Collect copy and deliver various documents, files, schedules, and other documentation generated within the directorate. Collect, bind and deliver various documents, files, schedules, and other documentation generated within the directorate. Collect, and shred various documents, files, schedules, and other documentation generated within the directorate. Collect, fax and deliver various documents, schedules and other documentation generated within the directorate. Collect and file various documents, files, schedules, and other documentation generated within the directorate. Assist in recording, managing and maintaining the office inventories and equipment in the directorate. Assist in recording, controlling and maintaining stock levels of stationary, labour saving devices and other expendables items in the administration of the official vehicles allocated to the directorate. Assist in the administration of the official vehicles allocated to the directorate. Execute and assist in basic maintenance functions within the directorate as well as within the Poynton Building.

ENQUIRIES

APPLICATIONS

: Mr J.G. Lottering, Tel, (012) 392 2417.
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: (Please use reference number not post number).

NOTE

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