ANNEXURE C

DEPARTMENT OF DEFENCE

NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference. The certification date of your bar coded ID must not be older than 6 months and the copy must be of very good quality.

OTHER POSTS

POST 04/09: ASSISTANT DIRECTOR REF NO: CFO 16/1/1
Financial Management Division, SA Army Command Division, Budget Management Office

SALARY: R289 761 per annum, Level 9
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements: B degree or three years National Diploma qualifications with finance related main subjects with minimum of three years budgeting experience as Senior State Accountant. Computer literate in Word Processing (MS Word), Spread shee.ts (Excel) and Presentation (Power Point). Practical experience and knowledge of estimating, budgeting and expenditure control process and related programs on the Finance Management System (FMS). Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Good reasoning, mathematical analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities at executive level with good negotiating ability. Being qualified to operate the FMS Information Centre (IC) application and to draft report in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Ability to draft effective reports and well-developed presentation skills and ability to conduct effective briefings to senior management and able to travel at short notice when required. Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work-related suggestion/idea and decisive/persevering in regard to task finalisation. Ability to handle a variety of task execution working under pressure and willing and able to work after hours at short notice. Effective HR management skills. In possession of or able to obtain a DOD confidential security clearance.
**DUTIES**

Executing of all budgeting and budget control duties and responsibilities, as specified in the Public Finance Management Act (PFMA), the Treasury Regulations as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Formation. Capturing the draft budget of the SA Army Formation on the Financial Management System (FMS) of the DOD. Preparing budget management documentation for SA Army Formation as required by Budget Manager SA Army and the GOC SA Army Formation and the submission of required financial reports to the GOC SA Army Formation. Formulation and managing of policy regarding the expenditure of the SA Army Formation. Managing of a valid, accurate and reliable Costing Database for the SA Army Formation. Managing the re-allocation of budget allocation and income for the SA Army Formation. Identifications of exceptions for re-planning purposes. Requisition of Roll Over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power Point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army Formation. Direct, orchestrate and control the Finance Non-Compliance of the Administration function within the SA Army Formation. Effective management of personnel, assets and material resorting under his/her control.

**ENQUIRIES**

Mr M.J. Ngoma, (012) 355 1238

**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: Please use reference number not post number.

**CLOSING DATE**

12 February 2016 (Applications received after the closing date and faxed copies will not be considered).

**POST 04/10**

Senior State Accountant REF NO: CFO 16/1/2
Financial Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Fin ETD Centre

**SALARY**

R243 747 per annum, Level 8

**CENTRE**

Thaba Tshwane, Pretoria.

**REQUIREMENTS**

Minimum requirements: B degree or three year National Diploma in HR related field with a minimum of three years experience in training environment or Gr 12 Certificate with a minimum of 7 years’ experience in a training related field. Knowledge: Knowledge of PERSAL/PERSOL. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, LRA and EEA. Skills: Proven ETD related skills. Proven Computer literacy (Office packages). Excellent verbal and written communication skills. Good interpersonal, analytical and innovative thinking abilities. Ability to conduct effective presentations, therefore he/she requires training skills. Ability to compile, draft and present effective curriculum, course layout and designing of course content where new courses are required. Personal attributes: Ability to research information and course content. Ability to work as an individual and in a team. Able to work accurately under pressure. Added advantage: A valid drivers’ licence. Willing and able to travel and conduct training outside the Pretoria area. Knowledge of Financial Management System (FMS). CIP training and knowledge.

**DUTIES**

Assist in the efficient and effective execution and management of the prescribed education, training and development (ETD) function in regard to all personnel within the Financial Management Division (FMD). Managing the selection and acceptance of learners on courses. Managing the compiling and distribution of individual as well as consolidated course reports and course certificates. Managing the amendment and updating of lesson plans and course objectives. Assisting in the regular updating of ETD procedure and policy documents. Managing ETD projects and liaising with the managers of the different lines of business. Prepare curricula, lesson plans, evaluation documents and study material. Conduct lectures/presentations including office package i.e. (Power Point, excel, word) to learners and evaluate tests and exams. Compiling management reports for submission to the Fin ETD Manager. Managing and
supervising of all learners attending courses at the Fin ETD Centre. Attend meetings on behalf of the ETD Manager when requested.

ENQUIRIES: Ms M. Wehl, tel (012) 674 4626/4628/9.
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: Please use reference number not post number).

CLOSING DATE: 12 February 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 04/11: SENIOR STATE ACCOUTANT REF NO: CFO 16/1/3
Finance Management Division, Chief Directorate Budget Management, SA Army Budget Management Office, Sig Formation, Budget Management

SALARY: R243 747 per annum, Level 8
CENTRE: Pretoria
REQUIREMENTS: Minimum requirement: B Degree/ three year National Diploma with Finance/Accounting related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven (7) years relevant experience on salary level on 7 (Finance Clerk Supervisor). At least three years practical experience in a supervisory capacity. More working relevant years of experience as Finance Clerk Supervisor will be an added advantage. Knowledge of Financial Management System (FMS), Information Centre (IC) qualified. Finance and Information Management Skills. Ability to draft complex programs/reports in this regard would be a strong recommendation. Computer literate and skilled in MS Word, Excel and Power Point. Thorough knowledge of estimating, budgeting and expenditure control process within the DOD and related transactions on FMS. Creative, strong mathematical, problem solving and statistical analysing ability. Well-developed verbal and written communication skills. Ability to analyse and interpret Policies, Instruction and Regulations. Receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalisation and sound judgemental ability. Ability to effectively function as part of a team. Possession of a valid driver’s license/Military driver’s licence to conduct staff duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

DUTIES: Assist with the formulation of internal controls, monitor and assure compliance with control functions as contained in Finance Regulations, Treasury Instruction, and Manual for Finance Planning and Budgeting Systems in the Public Service as well as the Public Finance Management Act (PFMA). Assist with budgeting and expenditure control as performed at level 2 as well as preparing budgeting and expenditure control documentation. Provision of expenditure trends, performance management reporting on expenditure for the client through the development of IC reports and graphic presentations and keeping a database. Prepare monthly Early Warning Reports (EWR’s). Execution of in year- budget control on expenditure. Assist with the Financial Authorisation (FA) process. Assist in the management of re-allocation of funds requested to SA Army. Participate in Expenditure Control Committee (ECC) meetings. Participate in budgeting processes and revision of budget appropriation to level 4 Budget Holders and monitor execution thereof. Assist in handling Audit Queries, Conduct Preliminary Investigations (PI’S) in regard to potential irregularities and compilation of reports to the client. Managing and supervising all subordinates and being accountable for all security of information and material under his/her control.

ENQUIRIES: Mr M.J. Ngoma, (012) 355 1238
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: (Please use reference number not post number).

CLOSING DATE: 12 February 2016 (Applications received after the closing date and faxed copies will not be considered).
POST 04/12: **FINANCE CLERK SUPERVISOR REF NO: CFO 16/1/4**

Finance Management Division. Chief Directorate Budget Management, Sub-Directorate Chief Corporate Staff, MP Division FMO

**SALARY**: R196 278 per annum, Level 7

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Minimum requirements: Minimum requirement: B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience and/or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. Knowledge: Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Skills: Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective HR and management skills. Personal attributes: Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering in regard to task finalisation. Added advantage: knowledge of computer programs used in the Department of Defence (DOD). Valid driver's licence. Financial Management System (FMS) Information Centre (IC) qualified. In possession of a valid drivers' licence and willing and able to travel as and when required.

**DUTIES**: Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 3 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process and approval of expenditure. Preparing cash flow reports for the region. Manage allocation of funds for the Region. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC Reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Capture budget estimates and motivations for the Region. Administering of cash purchase requisitions for the region. Assist in the administration of the approval of inland accommodation expenditure for the region.

**ENQUIRIES**: Ms. M.K. Esterhuysen, Tel: (012) 355 5164

**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: Please use reference number not post number.

**CLOSING DATE**: 12 February 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 04/13: **SENIOR SECRETARY REF NO: CFO 16/1/5**

Finance Management Division, Chief Directorate Financial Services, Directorate Financial Services

**SALARY**: R158 985 per annum, Level 6

**CENTRE**: Pretoria

**REQUIREMENTS**: Grade 12 certificate with computer certificate and exposure to general secretarial duties. Commercial subjects will be an added advantage. Special skills requirements: Computer literate (Excel, PowerPoint, and MS Word). Good telephone etiquette, Ability to handle variety of tasks and able to work under pressure. 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. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Director's diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the Director receives agendas and minutes timeously. Update and store the Directorate’s personal information. Remind the Director of the scheduled meetings and appointments.
and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for procurement of office requirements in the Director’s office.

ENQUIRIES: Mr I. Dangor Tel: (012) 392 2558
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).

CLOSING DATE: 12 February 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 04/14: FINANCE CLERK 3 POSTS REF NO: CFO 16/1/6
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Domestic Subsistence and Travel)

SALARY: R132 399 per annum, Level 5
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements: Grade 12 Certificate with Finance and/or Accounting related subjects. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems will be an advantage. Sound reasoning, mathematical and problem solving abilities. Skills: Well-developed verbal and written communication skills in English. 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. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience.

DUTIES: Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

ENQUIRIES: Ms T.M. Tshioma, Tel: (012) 392 2245
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).

CLOSING DATE: 12 February 2016 (Applications received after the closing date and faxed copies will not be considered).

POST 04/15: FINANCE CLERK REF NO: CFO 16/1/7
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payment)

SALARY: R132 399 per annum, Level 5
CENTRE: Pretoria
REQUIREMENTS: Minimum requirements: Grade 12 Certificate with Finance and/or Accounting related subjects. 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 will be an advantage. Sound reasoning, mathematical and problem solving abilities. Knowledge of Computer system as well as MS Word and Excel and MS Power Point will be a strong recommendation. Well-developed verbal and written communication skills in English. 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. Added advantage: Post matric qualification in Finance and/or minimum of one year relevant experience.

**DUTIES**

Execution of the prescribed accounting processes related to payments of benefits, leave gratuity and prorate 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**

Mr. V. Mtengwane, Tel: (012) 392-2110

**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).

**CLOSING DATE**

12 February 2016 (Applications received after the closing date and faxed copies will not be considered).

**POST 04/16**

ADMINISTRATION CLERK (PATIENT ADMIN): PRODUCTION 2 POSTS REF NO: 01/01

These posts are advertised in the DOD and Broader Public Service

**SALARY**

R132 399 per annum, Level 5

**CENTRE**

Tertiary Military Health Formation, 1 Military Hospital

**REQUIREMENTS**

NQF level 2 – 4 preferable. Applicants with prior learning, either by means of experience or alternative courses may also apply. Special requirements (skills needed): Good interpersonal skills, problem solving and analytical skills, ability to work independently, good organisational skills, ability to work with the medical (Patient Admin) database, good telephone etiquette and customer care. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Handle repetitive work. Team player. Must have empathy for sick, elderly and disabled. Must be able to work under pressure. Must be able to obtain security clearance within a year.

**DUTIES**

Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and/or deal with clients by requesting and providing information. Capture patient health data. Routine administrative output control statistics. Retrieve records for HCPs/management.

**ENQUIRIES**

Maj F.I.T. Tladi (012) 314 0309

**APPLICATIONS**

Department of Defence, 1 Military Hospital, Private Bag X1026, Thaba Tshwane, 0143

**CLOSING DATE**

26 February 2016 (Applications received after the closing date and faxed copies will not be considered).

**POST 04/17**

PRINCIPAL PORTER REF NO: 01/02

This post is advertised in the DOD and Broader Public Service

**SALARY**

R93 444 per annum, Level 3

**CENTRE**

Tertiary Military Health Formation, 1 Military Hospital

**REQUIREMENTS**

NQF level 2 (Grade 10). Applicants with prior learning, either by means of experience or alternative courses may also apply. Physical fit. Special requirements (skills needed): Organizing, interpersonal relationship skills. Proven ability to communicate effectively (written & verbal) in English. Handle repetitive work. Team player. Problem solving. Must be able to obtain security clearance within a year.

**DUTIES**

Transport patients between various departments within the hospital. Transport patients from vehicles/ambulances to hospital and back. Transport documents, packages and equipment between various departments within the hospital. Handle telephonic enquiries. Supervisory function.

**ENQUIRIES**

Maj F.I.T. Tladi (012) 314 0309
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