

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 all educational qualifications (documentations) must be original certified, dated and certified stamp must be valid for three months E.g. ID document etc. 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. 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. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). The advertisement(s) contained herein is/are meant for the attention/perusal of serving employees/officials of the DOD/Public Service. Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular.

OTHER POSTS

POST 19/01 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT**
This post is advertised in the DOD and broader Public Service

SALARY : R337 998 per annum
CENTRE : Division/Service/Directorate: Defence Policy Strategy and Planning Division, Strategic Management Chief Directorate, Directorate Strategy and Planning, Pretoria

REQUIREMENTS : An RVQ 12 / NQF Level 5 qualification in Organisation and Management Studies –Essential, An RVQ 13 / NQF Level 6 qualification in Organisation and Management Studies- Preferred. Certificate in Organisational Performance Management – Essential. Course in Balanced Scorecard methodology, Course in Facilitation / training skills Course in Cognos 8 or 10, or advance course in MS Excel will be an added advantage, Course in Business Re-Engineering/ Process Modelling will be an added advantage. Special Requirements (skills needed): Broad knowledge of Public Service Administration, especially with respect to Public Sector Strategy and Planning. Broad knowledge of Government Prescripts that have a bearing on Organisational Performance Management, especially the Public Service Act, PFMA, National Treasury Guidelines, Public Service Regulations and other related prescripts. Minimum of three years of practical working experience in the Management Services, Strategy and Planning and / or Organisational Performance Management environment. Good computer literacy with a good knowledge base of Performance Information Management System. Must have strong written and verbal communication. Must have skills in management, strong leadership, policy analysis, strong report writing, presentation, facilitation and planning skills. Ability to effectively and correctly interpret and apply policy, instructions and regulations. Analytical and innovative

thinking ability as well as problem solving skills. Ability to compile, draft effective management reports and to present them at senior level. Able to work accurately under pressure and to travel as and when required.

DUTIES : Be responsible to undertake autonomous high-level Organisation Performance Management analysis, intervention or facilitation which include mandate analysis, conducting of a strategy analysis and formulation, Strategy Map development, Performance Indicator Design and Development, Performance Indicator automation and Organisation Performance technical audit and evaluation. Ensure compliance with norms, standards, policy and prescripts. Inputs to management services policies. Quality control of Performance Reports within the DOD environment. Facilitate Performance Management Implementation sessions, training or advice. Service provider to dedicated clients.

ENQUIRIES : Col J.C. van den Berg, (012) 355-5997.
APPLICATIONS : Prospective applicants are to physically submit properly drafted CVs with originally certified copies of IDs and qualifications to the office of the Director Strategy and Planning at the Armscor Building, Block 1 Level 3 Room 156. Alternatively applicants can forward their applications to Private Bag X910 Pretoria 0001 for the attention of the Director Strategy and Planning.

CLOSING DATE : 12 June 2014
NOTE : The candidate will be expected to undergo a competence test as part of the selection process.

POST 19/02 : **SENIOR STATE ACCOUNTANT REF NO: CFO 14/5/1**
This post is advertised in the DOD and broader Public Service

SALARY : R227 802 per annum
CENTRE : Financial Management Division, Chief Directorate Budget Management, Finance Management Office, Joint Operational Headquarters, Dequar, Pretoria.

REQUIREMENTS : A B Degree or three year National Diploma with finance related subjects with a minimum of three years relevant experience and or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience. Proven ability to understanding, interpreting and correctly applying the Budget Management and Budget Control policy and prescripts. Well developed knowledge of the budget management and budget control process in the Department of Defence (DOD) would serve as a strong recommendation. Practical experience of utilizing the Financial Management System (FMS) in the DOD recommended .Proven knowledge of financial management practices. Fully computer literate in MS Word and MS Excel. Knowledge of the Public financial management Act (PFMA), Treasury Regulations (TR's) and Procurement Prescripts. Well-developed reasoning, organizing, problem solving, facilitating, report writing and budgeting skill. Well-developed verbal and written communication skill. Good interpersonal relations. Honesty, integrity, hardworking, ethical, intuitive thinking, decisive, perceptive, positive, creative, good team work. Ability to effectively and efficiently communicate and liaise with no criminal record. Being in possession of valid RSA vehicle driver's license recommended.

DUTIES : Execute proper expenditure control within area of responsibility and ensure that all related report are compiled, prepare Financial Authorisation (FA). Schedules and present at Budget control Committee (BCC). Evaluate Quarterly Budget to determine surpluses/shortage and manage reallocation of fund. Assist in compiling of level 2 MTEF requirement in accordance with prescripts and guidelines and maintaining of a budget management capability. Administrate domestic revenue. Initiate internal payment, compile journal requests and obtain approval. Participate in planning of military exercises and the compiling of budgetary guidelines. Assist in the managing of GRC related matter in AoR. Assists and supply advice to clients and stakeholders. Attend and conduct presentation at meeting and planning sessions as and when required. Effectively supervising and managing subordinates.

ENQUIRIES : Mr J.M. Verwey, tel: (012) 674 5704
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. NOTE: (Please use reference number not Post number)

CLOSING DATE : 30 May 2014

POST 19/03 : **CHIEF ACCOUNTING CLERK, REF NO: CFO 14/5/2**
This post is advertised in the DOD and broader Public Service.

SALARY : R183 438 per annum
CENTRE : Finance Management Division. Chief Directorate Budget Management, Sub-Directorate Chief Corporate Staff, Pretoria.

REQUIREMENTS : A B Degree or three year National Diploma with finance related subjects with a minimum of three years relevant experience or grade 12 certificate with a minimum of four years relevant experience. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. 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. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering iro task finalisation. 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 2 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process. Preparing cash flow and monthly early warning reports for Chief Financial Officer (CFO). Assist in the re-allocation of funds. 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. Managing and supervising all personnel who resort under the post.

ENQUIRIES : Mr T.R. Sidogi, tel: (012) 339 5110
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, 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)

CLOSING DATE : 30 May 2014

POST 19/04 : **CHIEF ACCOUNTING CLERK REFO NO: 14/5/3**
This post is advertised in the DOD and broader Public Service.

SALARY : R183 438 per annum
CENTRE : Finance Management Division. Directorate Central Accounts, Sub-Directorate Debtors, Accounts, Control Section, Pretoria.

REQUIREMENTS : A B Degree or three year National Diploma with finance related subjects with a minimum of two years relevant experience or Grade 12 certificate with finance related subjects with a minimum of four years relevant experience. Thorough knowledge of computer systems such as PERSOL or PERSAL. Knowledge of the prescribed processes and procedures for the management of debtor accounts as well as related accounting transactions. MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Interpersonal skills. Good managerial skills, positive, creative and possess sound judgemental ability. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure and aiming for zero defect. Course qualification such as Estimating & Budgeting, Expenditure Control, Financial Administration, Accounting or Jnr Finance Management. A valid drivers' licence. Experience/exposure to Salary, Final Payments and Recovery processes. Knowledge of the Financial Management System(FMS) and ability to effectively utilise the Estimating & Budgeting, Expenditure Control, Financial Administration as well as accounting programs.

DUTIES : Rendering support and assisting in managing, controlling, following up and maintaining current departmental debt within the Department. Perform control checks on debtor's files. Attending to Auditor General Queries. Submission of management reports and attending meetings as required. Management of Directorate Central Accounts telephone accounts. Manage the special Defence Accounts. Supervise the allocation of payments from Pension Department and Clearance of the credit list. Supervision and development of staff. Supervision of Archives ensuring that there is a sound inventory management, assets management and procurement system in place. Executing all other related functions and duties as per prescripts of the Public Finance Management Act., The Treasury Regulations and other related policies.

ENQUIRIES APPLICATIONS : Mr P.M. Mtimunye, tel: (012) 392 2784/2780
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, 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)

CLOSING DATE : 30 May 2014

POST 19/05 : **CHIEF ACCOUNTING CLERK REF NO: 14/5/4**
This post is advertised in the DOD and broader Public Service.

SALARY CENTRE : R183 438 per annum
: Finance Management Division. Directorate Central Accounts, Sub-Directorate Debtors Accounts, Cape Town.

REQUIREMENTS : A B Degree or three year National Diploma with finance related subjects with a minimum of two years relevant experience or Grade 12 certificate with finance related subjects with a minimum of four years relevant experience. Computer literate in MS Word, Excel and Access applications. Literacy wrt the Financial Management System (FMS) and PERSOL/PERSAL mainframe programs utilized in the Department of Defence (DOD) and the Public Service would be a very strong recommendation. Ability to effectively utilize the Estimating and Budgeting, Expenditure Control, Financial Administration as well as the Accounting mainframe programs will serve as a very strong recommendation. Knowledge of and exposure to the prescribed processes and procedures regarding departmental debt as well as the related accounting transaction and actions. Sound reasoning , mathematical and problem solving ability. Ability to effectively liaise and communicate with clients, debtors and management, both verbally and in writing. Good managerial skills, positive, creative, posses sound judgemental ability.

DUTIES : Rendering support and assisting in managing, controlling, following up and maintaining current as well as new departmental debt within the Department of Defence (DOD). Implementing effective actions and procedures to efficiently recover and control departmental debt within the DOD. Liaising and corresponding with the State Attorney as and when required. Regularly controlling and checking all accounting transactions relating to the debtor accounts control function. Ensuring that all related documentation, correspondence and files are recorded and kept safely for audit purposes. Regular reporting and feedback to the Deputy Director Debtors Accounts in Pretoria. Executing all other related functions and duties as per the prescription of the Public Finance Management Act (PFMA), Treasury regulation (TR's) and other related policies. Effectively managing all personnel, assets, information and material under his/her control.

ENQUIRIES APPLICATIONS : Mr E. Vermeulen, tel: (012) 392 2777
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, 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)

CLOSING DATE : 30 May 2014

POST 19/06 : **CHIEF ACCOUNTING CLERK REF NO: CFO 14/5/5**
This post is advertised in the DOD and broader Public Service

SALARY CENTRE : R183 438 per annum
: Financial Management Division, Chief Directorate Budget Management, SA Army Budget Management, Budget Management SA Army Training Formation (AM), Pretoria

REQUIREMENTS : A B Degree or three years National Diploma with finance related subjects with a minimum of two years relevant experience or Grade 12 certificate with finance related subjects with a minimum of four years relevant experience. Special requirements (skills needed): Sound knowledge of estimating, budget and expenditure control processes and related programs on the Financial Management System (FMS). Knowledge of estimating, budgeting and budget control in the Public Service will also be considered. Being qualified to operate the FMS Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread sheet (Excel) and Presentations (Power point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive /persevering iro task finalisation. Effective HR and management skills. Valid vehicle driver's license and willing and able to travel at short notice when required.

DUTIES : Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulation as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Trg Fmn. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Bud Man and the submission of required financial reports to GOC SA Army Trg Fmn. Assisting the Budget Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Trg Fmn. Managing of valid accurate and reliable Costing Database for the SA Army Trg Fmn. Managing the relocation of budget allocations and income for the SA Army Trg Fmn. Requisitioning 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 Trg Fmn. Direct orchestrate and control the Finance Non- Compliance Administration function within the SA Army Trg Fmn. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES APPLICATIONS : Mr V.B. Goqwana, (012) 355 1238
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. 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: Please use reference number not post number.

CLOSING DATE : 30 May 2014

POST 19/07 : **SENIOR ACCOUNTING CLERK REF NO: CFO 14/5/6**
This post is advertised in the DOD, broader Public Service and flyers

SALARY CENTRE : R 148 584 per annum
: Finance Management Division, Chief Directorate Financial Control Services, Directorate Financial Control Services, Loss Administration Section, Pretoria.

REQUIREMENTS : Grade 12 certificate with Finance related subjects. A minimum of two years experience. Computer literate in Word Processing, (Ms Word) and Spreadsheet (Excel) and Power point. Knowledge of the mainframe computer system and programs utilised by the Department of Defence (DOD) or other Public Service Departments would serve as a strong recommendation. Prior experience or successful completion of formal course(s) relevant to the job content of this post

would serve as a strong recommendation. Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service would serve as a strong recommendation. Ability to correctly interpret and effectively apply financial policy and related prescripts. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Ability to understand and correctly interpret loss reports and audit answer submitted by clients. Well developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different Divisions, bases and units. and able and willing to deliver dedicated and friendly client service, Persevering iro task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Being in the possession of valid DOD vehicle driver, s license would serve as a strong recommendation. Team-worker, trustworthy, reliable and receptive to work-related suggestion and ideas. Effective reasoning ability.

DUTIES

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

ENQUIRIES

: Mr S.M. Mangcotywa, tel: (012) 392 2564

APPLICATIONS

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

CLOSING DATE

: 30 May 2014

POST 19/08

SENIOR ACCOUNTING CLERK 3 POSTS REF NO: 14/5/7

These posts are advertised in the DOD and broader Public Service and flyers.

SALARY CENTRE

: R148 584 per annum
: Financial Management Division, Directorate Finance Support Service Contract Admin Section, Pretoria.

REQUIREMENTS

: Grade 12 certificate with Finance related subjects. A minimum of two years experience. Knowledge of the Public Finance Management Act (PFMA), contract and policy prescripts relating to contract administration environment and the operating and utilisation of the legal processes. 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 efficiently alone and independent. Trustworthy, reliable with good interpersonal relations. Receptive to work related suggestions/ideas and decisive/persevering in respect of task finalisation. Able to handle routine tasks of repetitive nature when necessary. Valid Code 8 drivers license. Military licence will also serve as a strong recommendation. Must be able to obtain a confidential security clearance within a year.

DUTIES

: Manage general office tasks. Receive, register and administer new contracts for studies at state expense. Incentive scheme for pilots, navigators, technical officers, special forces operators and formal agreements. Maintain an internal registry office in the section for documentation and records in respect of contracts. Collect, deliver, dispatch, copy and file documentation for the section. Answer personal and telephonic enquiries. Draft and type letters, memorandums, signals, minutes and other contract related documents. Assist in the execution and co-ordinating of administrative tasks. Manage all equipment, resources, statistics, files and material resorting under the control of this post.

ENQUIRIES : Ms D.T. Mohamme, Tel: (012) 392 2693
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: (Please use reference number not post number)

CLOSING DATE : 30 May 2014

POST 19/09 : **SENIOR ACCOUNTING CLERK 5 POSTS**
These posts are advertised in the DOD, broader Public Service and flyers.

SALARY : R148 584 per annum
CENTRE : Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Finance Accounting Service Centres, FASC Kroonstad, Ref No: 14/5/8A
FASC Youngsfield, Ref No: 14/5/8B
2X FASC Kimberley, Ref No: 14/5/8C
FASC Garrison, Ref No: 14/5/8D

REQUIREMENTS : Grade 12 certificate with finance related subjects with a minimum of two years relevant experience. Proven ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as strong recommendation. Computer literate in MS Office software packages will serve as strong recommendation. Ability to effectively liaise and communicate with clients. Decisive and persevering iro task finalisation. Permanent RSA citizen with no criminal record. The possession of a valid driver's licence will be an advantage. Willing to be detached to Satellite Offices across geographical boundaries. The successful candidate will be required to complete all relevant courses.

DUTIES : Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. 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. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES : Ms C. Potgieter, tel: (012) 392-2893.
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.

CLOSING DATE : 30 May 2014

POST 19/10 : **SENIOR ACCOUNTING CLERK REF NO: CFO 14/5/9**
This post is advertised in the DOD, broader Public Service and flyers.

SALARY : R 148 584 per annum
CENTRE : Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Accounts & Distribution Section, Pretoria.

REQUIREMENTS : Grade 12 certificate with finance related subjects with a minimum of two years relevant experience. Being course qualified in Expenditure control, Financial Administration and Accounting in the Public Services would serve as a strong recommendation. Computer literate iron MS Office, MS Word and Excel. Prior knowledge of and ability to access the PERSOL/PERSAL as well the financial management system(FMS) mainframe applications as used Department of Defence (DOD) or in the Public service would serve as strong recommendation.

Ability to understand, interpret and correctly apply basic financial policy. Basic knowledge of the Public finance management Act (PFMA). Basic knowledge of or exposure to the prescribed processes and procedures wrt the administration of salaries, final payment and recovery. Good reasoning and mathematical ability. Well-developed verbal and written communication skill and ability to compile basic report and statistics. Ability to function well as part of a team, receptive to work related suggestions and ideas. Positive, creative, trustworthy, loyal and able to effectively function under pressure. Aiming for zero defects. Must be in possession of a valid DOD vehicle driver's license. Must be able to obtain a confidential security clearance within a year. Operating of office equipment like photocopy, document binding and paper shredding machine would serve as a strong recommendation.

DUTIES

: Rendering of an effective administrative and clerical service for the section. Answering and following up of personal and telephonic enquiries from clients. Assisting in implementing and maintaining processes to manage and control incoming and outgoing correspondence. Maintaining an effective registry and filing system for the section by registering and distributing correspondence, documentation and files. Collecting/delivering documentation and file from/to other directorates, section and office. Assist in general administrative functions and task in the section. Liaising with other Government department as well as Arms of Service, division, formation, bases and units within the Department of Defence (DOD) wrt enquiries, return and schedule concerning the section. Assisting with the in-post training of other Accounting Clerk in control of the section. Constant collaborating, liaising and communicating with the chief Accounting Clerk in control of the section. Assisting with the operating of the photocopy machine, document binding and paper shredding machines.

ENQUIRIES

APPLICATIONS

: Mr V. Mtengwane tel: (012) 392- 2110
: Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand deliver to: 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

: 30 May 2014

POST 19/11

: **SENIOR REGISTRY CLERK REF NO: 14/5/10**
This post is advertised in the DOD, broader Public Service and flyers.

SALARY

CENTRE

: R148 584 per annum
: Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Directorate Personnel Payments, Pretoria.

REQUIREMENTS

: Grade 12 certificate with finance related subjects with a minimum of two years relevant experience. Reasoning and problem solving ability. Knowledge of computer programs such as MS Word and Excel will be a recommendation. Knowledge of final payments, recoveries, basic salary and S&S processes in the Public Services would be a strong recommendation. Good verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. Disposition and aptitude towards correct effective and efficient Registry practices.

DUTIES

: Rendering of administrative clerical service for the Sub-section applicable. Answering of personnel enquiries received via HR regarding DOD personnel. Assist in implementing and maintaining processes to manage and control incoming and outgoing correspondence as well as maintaining an effective filing system for correspondence, documentation and payments files in the applicable sub-section. Collecting/delivering documentation and payments files form/to section applicable. Processing of salary related documents, statistics and returns if so required. Assisting in ensuring the correct and efficient recording and storage of salary related documentation.

ENQUIRIES

APPLICATIONS

: Mr C. Oosthuizen, tel: (012) 392-2413.
: 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.

CLOSING DATE : 30 May 2014

POST 19/12 : **SENIOR OPERATOR REF NO: 14/5/11**
This post is advertised in the DOD, broader Public Service and flyers.

SALARY : R73 044 per annum

CENTRE : Chief Directorate Accounting, Directorate Stores, Services and Related Payments, Directorate Personnel Payments, Pretoria

REQUIREMENTS : Grade 10 or 12 certificate with valid driver's license. knowledge of basic MS Word computer applications would be a strong recommendation. Good verbal abilities, interpersonal skills, adaptability & resourcefulness. ability to handle variety of task execution. Neat, effective and efficient worker who delivers service of a high standard to all clients. 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. physically able to execute the tasks and duties. Valid military driver's licence would be a strong recommendation.

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 : Mr C. Oosthuizen, tel: (012) 392-2413

APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001or hand deliver to: 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 : 30 May 2014