

DEPARTMENT OF DEFENCE



CLOSING DATE : 18 September 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

NOTE : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. 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. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. 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 32/04 : **ASSISTANT DIRECTOR: MEDICAL ADMINISTRATION: COMPENSATION OCCUPATION INJURIES AND DISEASES ACT (COIDA): REF NO: DHRMAINT/28/32/26**
 Chief Directorate: Human Resource Management
 Directorate: Human Resource Maintenance-Medical Administration)
 This is re-advertised, applicants who previously applied may also re-apply

SALARY CENTRE : R487 197 – R584 370 per annum (Level 09)
 : Bank of Lisbon Building, Pretoria, 0001

<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) or equivalent with National Diploma NQF 6 in HRM/Public Administration with a minimum of three (3) years' experience in administration and supervisory roles. Special Requirements (skills needed): COIDA, Computer literate (MS Word, PowerPoint, how to access Internet, MS Excel and mainframe). Good communication skills (verbal and written) and customer orientation. Have supervisor's experience. Have excellent interpersonal and problem solving skills. Possession of valid driver's licence is recommended. The knowledge and understanding of Compensation Occupation Injuries and Diseases Act (COIDA), Group Life Insurance Scheme (GLIS) Policies and Medical administration process for the regular force. Excellent telephone etiquette. Ability to obtain a confidential security clearance within 12 months of being appointed.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Administration of injuries and disease cases sustained by Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP) whilst on duty. Administration of personnel losses and funerals and Group Life Insurance Scheme (GLIS). Administration/ Approval of inclusion/re-inclusion of dependants of Defence Act Personnel (DAP) for medical privileges. Attend meetings as required. Inspection of all registers maintained by the clerks. Compile and update post profiles and duty sheets for all post incumbents on the structure of Medical Section. Assess and supervise sub-ordinates' performance with regard to strength and weaknesses in order to recognize and reward good, and manage poor performance by identifying relevant courses. Assist with career management with regard to supporting and encouraging sub-ordinates to seek opportunities for development and promotion and their nomination for courses. Nominate all Medical Section's staff for outstanding courses. Personal investigation of critical enquiries and the drafting of draft replies for higher authority signature. Complete bi-annual performance assessment for all subordinates together with relevant reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col (Adv) E.S. Longa Tel No: (012) 339 533
	:	Department of Defence, Human Resources Management, Chief Directorate HR Maintenance Medical section, Private Bag X976, Pretoria, 0001 or hand delivered at Department of Defence, Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to Elia.Longa@dod.mil.za
<u>POST 32/05</u>	:	<u>ACCOUNTING CLERK: PRODUCTION (X25 POSTS)</u> Financial Management Division Directorate: Stores, Services and Related Payments (DSSRP)
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	FASC Durban Ref No: FMD/31/32/26/01 (X3 Posts)
	:	FASO Ladysmith Ref No: FMD/31/32/26/02
	:	FASC Mtubatuba Ref No: FMD/31/32/26/03
	:	FASC Lohathla Ref No: FMD/31/32/26/04
	:	FASC Polokwane Ref No: FMD/31/32/26/05 (X3 Posts)
	:	FASC Makhado Ref No: FMD/31/32/26/06
	:	FASC Thohoyandou, Ref No: FMD/31/32/26/07
	:	FASC Port Elizabeth Ref No: FMD/31/32/26/08
	:	FASC Umtata Ref No: FMD/31/32/36/09
	:	FASC Garrison Ref No: FMD/31/32/26/10 (X4 Posts)
	:	FASC Hoedspruit Ref No: FMD/31/32/26/11
	:	FASC Potchefstroom Ref No: FMD/31/32/26/12
	:	FASC Klipdrift Ref No: FMD/31/32/26/13
	:	FASC Wonderboom Ref No: FMD/31/32/26/14
	:	FASC Kimberley Ref No: FMD/31/32/26/15
	:	FASC Youngsfield Ref No: FMD/31/32/26/16
	:	FASC MOD Ref No: FMD/31/32/26/17 (X2 Posts)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Accounting or Mathematics as subjects. No experience. Valid Driver's License. Special requirements / Skills needed: Basic knowledge of financial and accounting processes. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. 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. Perform cash administration duties as cashier, in Rand and Foreign currency. Perform general administrative functions and archiving / filing / safekeeping of all

DUTIES

accounting documentation. Basic knowledge of contract management and supply chain management process. Sound Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (FMS, PERSOL, PERSAL, BAS, LOGIS etc)

: Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies into 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 C.L. Cele Tel No: (012) 392 2892

APPLICATIONS

: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za or Recruit3FMD@dod.mil.za In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.