



defence

Department: Defence REPUBLIC OF SOUTH AFRICA

SENIOR ACCOUNTING CLERK GR III

Salary: R94 326 pa, Level 6

FINANCIAL MANAGEMENT DIVISION (41 OF 2009)

3 x posts at Financial Management Division, Chief Directorate Budget Management, Budget Management Office Joint Operations Division.

1x post at J Ops HQ, Pretoria.

1x post at J Ops Division, United Nations deployments, Pretoria.

1x post at J Ops Division, Africa Union deployments, Pretoria, Ref: 41/44

- **REQUIREMENTS:** Grade 12 certificate with Accounting and Mathematics as passed subjects. Successful completion of Budget Management course(s) would serve as a strong recommendation. Applicants with prior learning, either by means of experience or alternative courses, may also be considered.
 - **SPECIAL REQUIREMENTS (skills needed):** Computer literate in Word processing and Spreadsheets. Knowledge of the Financial Management System (FMS) mainframe programs and the Information Centre would serve as a strong recommendation. Ability to understand and interpret basic financial policy and basic knowledge of Financial Policy as well as the Public Finance Management Act (PFMA). Good verbal and written skills and ability to compile effective financial reports and statistics. Ability to effectively function as part of a team, loyal, trustworthy, honest, receptive to work related suggestions and ideas, persevering iro task finalization and able to effectively function under pressure. Reasoning, mathematical and problem solving ability. Basic knowledge of the budgeting process and the command and control processes in the Department of Defence (DOD) would serve as a strong recommendation. Being in possession of valid RSA vehicle driver's license is essential. No criminal record. Trustworthy to work with cash advance accounts. Very good health and physical condition and must be successful in the complete Department of Defence (DOD) medical assessment. Personal circumstances must allow the candidate to be deployed outside the RSA borders, away from his/her family, for continuous periods of at least six months per year. Written affirmation of the last-mentioned requirement will be required prior to appointment.
 - **DUTIES:** Provide budget control support to operations. Function as the Paymaster during operations, both internally and externally. Manage the Cash Advance Account for the operation, inclusive of RSA and foreign currency. Provide financial management operational reports.
 - **NOTE:** Applications must be on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV and certified copies of original educational qualification certificate and ID document. 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) iro each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Applications received after the closing date, as well as faxed applications will not be considered.
- ❖ **ENQUIRIES:** Ms V.L. Fourie, tel: (012) 674-5430.
- ❖ **APPLICATIONS:** Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001. In cases 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.

❖ **CLOSING DATE: 15 May 2009**

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