

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

The national department of Environmental Affairs and Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through filling of this post and candidates whose appointment / promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : The Director-General: Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria, 0001.
- NOTE** : Application must be submitted on form Z83 and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 25/21** : **PROJECT COORDINATOR: ENVIRONMENTAL IMPACT MANAGEMENT STRATEGY (THREE YEARS CONTRACT) (AP94/2009)**
- SALARY** : R615 633 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Environmental Management, Natural or Physical Sciences, Environmental Law or an equivalent qualification plus extensive experience. Excellent understanding of environmental legislation specifically the National Environmental Management Act, 1998 (Act 107 of 1998). Through knowledge and understanding of the current environmental impact management system in South Africa. Functional experience interpreting and developing policy and strategy and the implementation of these: Experience in the design, development and implementation of environmental management systems and integrated environmental management instruments. Sound planning and Organizational skills. Sound interpersonal and networking skills. The ability to liaise with a multi-disciplinary team and experience in the engagement of a wide range of stakeholders. Excellent verbal and written communication skills, Proven coordination and project management skills, Strategic, analytical, Problem-solving and negotiation skills, Information management and computer literacy skills.
- DUTIES** : The successful candidate will be responsible for the following: Coordinating liaison between the agreed project structures. Consultation with key role players via project structures. Drafting of documents for discussion at two national workshops. Facilitation and coordination of the national workshops. Coordinating, facilitating and participating in the activities of the project structures. Obtaining, analyzing and collation of information from stakeholders and coordinating report back from structures. Developing the strategy and Action Plan. Initiate implementation of the strategy and action plan.
- ENQUIRIES** : Ms CA Matthys Tel: 012 310 3158
- FOR ATTENTION** : Mr DP Moyane
- CLOSING DATE** : 10 July 2009
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

- POST 25/22** : **OFFICE ADMINISTRATOR I: (SECRETARY TO THE DIRECTOR: SECURITY AND TRANSPORT MANAGEMENT (AP69/2009)**
- SALARY** : R79 407 per annum (Total package of R122 999 per annum/conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a grade 12 certificate or office administration diploma or equivalent qualification. Good interpersonal, communication, and organising skills, computer literacy with knowledge of MS Excel, MS Power-point, MS Word, Group Wise and Internet and good administration, diary management, mail and telephone screening skills will be an advantage. Good typing skills and the ability to compile submissions, reports and line function documents are also essential to this post. • The incumbent should have sound understanding of office procedures and have the ability to work without supervision. The candidate will work irregular hours. Willingness to

work after hours when necessary and ability to perform under pressure will be an added advantage.

DUTIES

: The candidate will be responsible for overall management of the office of the Director: Security and Transport Management. Render a office admin support to the director which entails: diary and document management, Prepare correspondence, submissions and consolidation of reports, travelling and accommodation arrangements; compiling and submitting claims; filing; compiling presentations, reports, submissions and typing documents; organising meetings and logistical arrangements for the director; assisting stakeholders with queries and dissemination of information; procurement of goods and services for the office, Taking minutes of meetings; performing any other office administration related activities, Assisting the manager with personal tasks and other office admin responsibilities

ENQUIRIES

: Ms N P Ngcobo (012) 310 3933, Fax Number: (012) 322 2682

CLOSING DATE

: 13 July 2009