

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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 the 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

FOR ATTENTION : Dumisani Moyane

CLOSING DATE : 15 January 2010

NOTE : Applications 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 qualifications 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.

OTHER POSTS

POST 01/05 : **DEPUTY DIRECTOR: EIA ADMINISTRATION, INTEGRATED PERMITTING AND APPEALS AP138/2009**

SALARY : R448 521 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in the Environmental Management, Natural Sciences or Administration. Proven work experience in environmental impact management, Strong and proven knowledge of administration, An understanding of environmental impact assessments and environmental management tools and systems. Project management skills, Excellent communication, planning, organizing, analytical, problem solving and negotiation skills, Good interpersonal relationship, Computer literacy, The ability to work independently and as a team, Ability to work under pressure, A valid code EB driver's license. Candidates with junior management experience (ASD level) with strong administrative background will have an added advantage.

DUTIES : Administration of EIA applications for the directorate including responsibility for filling and record management, Tracking of EIA applications, Ensure that applications are reviewed within prescribed time frames, Prepare EIA statistics (monthly & Quarterly) and monthly report for the sub-directorate, Provide technical inputs to appeals, Process, coordinate and oversee integrated permitting and licensing and permitting of listed activities, Ensuring that all applications are captured on NEAS and register. Take part in the development of standard operating procedures, Management of sub-directorate including the supervision of three ASDs, Manage projects and finances of the sub-directorate, Participate in business planning for the directorate, Prepare responses to media and parliamentary queries, Ensure editorial quality of all submissions, Monitor compliance with authorizations of selected projects, Participate in environmental management committees and authority meetings, Participate in coordination meetings with stakeholders, Respond to all EIA related queries including media and parliamentary queries Coordinate, facilitate and manage the provision of technical inputs to all the appeals.

ENQUIRIES : Mr D Mthembu Telephone (012) 310-3230

POST 01/06 : **ASSISTANT DIRECTOR: PERMITTING AP134/2009**

SALARY : R240 318 per annum (Total inclusive package of R323 686 pa conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree or equivalent qualification in Environmental Management field or Natural Science. The incumbent must have working experience in the field of Geohydrology or Geology; preferably pollution and hazardous waste management. She/he must have an understanding of the policy and legislative framework governing pollution and waste management. Experience in Environmental Impact Assessment is crucial. Project Management will be an added advantage. Skills

required: Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, interrogation of technical reports, business writing skills, and basic computer skills. The incumbent must be able to work independently and efficiently under pressure.

DUTIES : To process applications for the authorization of waste management facilities, waste delisting requests and any other technical inquiries pertaining to authorization of waste management facilities. To monitor and audit waste management facilities. To review audits reports. To assist in the development of guidelines for the audit processes, To promote the regionalization of waste management facilities. To provide support to provinces on waste management facilities licensing, To support the development and implementation of an efficient and effective administrative system for authorization processes. To support the development and maintenance of a register of waste management facilities and ensure that all waste management facilities are licensed.

ENQUIRIES : Mr. M. Tshitangoni (012 310 3380)

POST 01/07 : **ASSISTANT DIRECTOR: EIA INTEGRATED PERMITTING AP138/2009**

SALARY : R240 318 per annum (Total salary package of R323 686 p.a/conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in the Environmental Management, or natural sciences. Proven work experience in environmental impact management, Strong and proven knowledge of administration, An understanding of environmental impact assessments and environmental management tools and systems. Project management skills, excellent communication, planning, organizing, analytical, problem solving and negotiation skills, Good interpersonal relationship, Computer literacy, The ability to work independently and as a team, Ability to work under pressure, A valid code EB driver's license, Candidates with waste management experience will have an added advantage.

DUTIES : Process applications for listed activities listed in terms of the EIA regulations and the Waste management Act, Ensure that applications are reviewed within prescribed time frames Prepare EIA statistics (monthly & Quarterly) and monthly report for the sub-directorate. Process, coordinate and oversee integrated permitting and licensing and permitting of listed activities, Ensuring that all applications are captured on NEAS and register, Take part in the development of standard operating procedures, Management of sub-directorate including the supervision case officers, Manage projects and finances of the sub-directorate, Participate in business planning for the directorate, Prepare responses to media and parliamentary queries. Ensure editorial quality of all submissions, Monitor compliance with authorizations of selected projects, Participate in environmental management committees and authority meetings, Participate in coordination meetings with stakeholders, Respond to all EIA related queries including media and parliamentary queries Coordinate, facilitate and manage the provision of technical inputs to all the appeals.

ENQUIRIES : Mr D Mthembu Telephone (012) 310-3230

POST 01/08 : **ASSISTANT DIRECTOR: EIA ADMINISTRATION AP140/2009**

SALARY : R240 318 per annum (Total salary package of R323 686 p.a/ Conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in Administration or natural sciences, Strong and proven knowledge of administration. Project management skills, excellent communication, planning, organizing, analytical, problem solving and negotiation skills, Good interpersonal relationship, Computer literacy, The ability to work independently and as a team, Ability to work under pressure, A valid code EB driver's license. Candidates with working knowledge of EIAs will have an added advantage.

DUTIES : Provide EIA related admin support to the Directorate, Receipt and recording of all applications, Opening of EIA files, Capturing and updating of applications on NEAS and register, Drafting of acknowledgement and response letters, Liaison with EAPs & setting up of consultation meetings, Tracking and monitoring of status of applications, Develop and maintain proper filing and record keeping system, Distribute files and applications to respective directorates, Respond to all EIA related queries Manage EIE admin reception area, Implement EIA Audit recommendations Prepare EIA statistics (monthly & Quarterly) and monthly report

for the sub-directorate, Process, coordinate and oversee integrated permitting and licensing and permitting of listed activities. Ensuring that all applications are captured on NEAS and register, Take part in the development of standard operating procedures, Management of sub-directorate including the supervision case officers, Manage projects and finances of the sub-directorate, Participate in business planning for the directorate, Prepare responses to media and parliamentary queries, Participate in coordination meetings with stakeholders, Respond to all EIA related queries including media and parliamentary queries, Coordinate, facilitate and manage the provision of technical inputs to all the appeals.

ENQUIRIES

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