

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

*The National Department of Environmental Affairs 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 / transfer will promote representivity will receive preference.*

**NOTE** : Applications must be submitted on a Z83 form and should be accompanied by all required certified (in the last 12 months) copies of qualifications, Identity Document, Proof of Citizenship if not RSA Citizen, a comprehensive CV including three (3) contactable reference persons. 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.

## MANAGEMENT ECHELON

**POST 03/17** : **DEPUTY DIRECTOR GENERAL: MARINE AND COASTAL MANAGEMENT**  
**REF NO: AP 502/2010**  
5-Year Contract

**SALARY** : An all-inclusive remuneration package of R921 054 per annum [Level 15]. The inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a 5 year employment contract and sign a performance agreement with the Department.

**CENTRE REQUIREMENTS** : Cape Town  
The position of Deputy-Director General in the Department of Environmental Affairs, Branch: Marine & Coastal Management is available for a person in possession of a graduate qualification with extensive strategic, management and proven leadership skills in a complex Marine & Coastal Management environment. Skills and Competencies: Strategic capabilities and management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis; People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty & Integrity.

**DUTIES** : As the leader of the Branch: MCM, the successful candidate will be expected to directly drive the mandate and core business of the Branch i.e. manage the development and sustainable use of the South Africa's marine and coastal resources, as well as to protect the integrity and quality of the country's marine and coastal ecosystems on behalf of the Department; He/she will provide strategic leadership to and manage Marine and Coastal Resources and associated industries in South Africa; Provide efficient co-ordination and management of the following functions; Research, Antarctica & Islands; Integrated Coastal Management; Resource Management [Marine]; Monitoring, Control & Surveillance; Corporate and Strategic Support; The Marine Living Resource Funds [MLRF]; Manage the regulation of the fishing industry and sustainable and equitable development of coastal, inshore, and offshore resources. Apply and promote all principles of Batho Pele. Manage day to day management and operations of the Branch: MCM.

**ENQUIRIES APPLICATIONS** : Ms S Middleton, tel. (012) 402-3564  
Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X2, Cape Town 2012.

**CLOSING DATE** : 01 February 2010

**POST 03/18** : **CHIEF OPERATING OFFICER REF NO: AP 503/2010**  
Five-Year Contract-Renewable based on performance

**SALARY** : R921 054 per annum (all-inclusive salary package) the remuneration package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	A recognized three-year degree/diploma in Business Management or Public Administration or an equivalent qualification plus proven extensive senior management experience; A post-graduate qualification and public sector experience will serve as an advantages; Strong strategic planning and leadership skills; Experience and skills in public policy development and implementation; An understanding of the work of Government and the various stakeholders; Good Analytical, innovative, problem solving and interpersonal skills; Human Resources Management experience; Good report writing skills; A high level of Computer literacy; Ability to communicate effectively at all levels; Financial Management skills; A good knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.
<b><u>DUTIES</u></b>	:	Reporting to, and providing high level strategic support to the Director-General of the Department, the incumbent will be responsible for the overall coordination and management of the strategic functions and operations of the Department; He/she will perform the following key activities; Manage the overall performance of the Department; Oversee the internal coordination of the Department's operations and programmes ;Manage intergovernmental system and public entities ;Oversee the Department's transformation and Empowerment programmes; Overall management of reporting on operational issues to Parliament and the Portfolio Committee; Ensure stakeholder involvement in the development of policy and legislation; Ensure implementation framework for projects that contribute to key Government programmes and that this is aligned to the Department's priorities; Monitor and manage the compliance of the Department and statutory bodies with the PFMA and other relevant legislation; Co-ordinate the cooperative governance institutions ( MINMECs , MINTEC , and CEC),including inputs and reports to the Government clusters and Cabinet system.
<b><u>ENQUIRIES</u></b>	:	Mr D Vukela (012) 310-3795
<b><u>APPLICATIONS</u></b>	:	Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Mr JM Kutu
<b><u>CLOSING DATE</u></b>	:	01 February 2010
<b><u>POST 03/19</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: AP 504/2010</u></b> Five year contract–renewable based on performance
<b><u>SALARY</u></b>	:	R 746 181 per annum (An all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized three year degree/diploma in Human Resource Management or an equivalent qualification, plus extensive experience in a senior management position; A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Relevant and extensive work experience in the complete range of Human Resource Management functions; Knowledge and understanding of the Human Resource Management legislation and regulatory framework; proven strategic management and leadership skills. People management skills; Change management skills; Experience and skill in policy development and implementation; Financial management skills, a basic knowledge of the Public Finance Management Act and Treasury Regulations; Good communication skills (verbal and written), good interpersonal, coordination and stakeholder liaison skills.
<b><u>DUTIES</u></b>	:	The successful candidate will provide overall strategic direction and leadership to the Chief Directorate: Human Capital Management and perform the following key functions: Provide an effective and comprehensive strategic Human Resources Management support service to the Department; Ensure the development and implementation of an HR Plan/Strategy for the Department; Ensure the effective implementation and coordination of the Department's transformation priorities (employment equity, gender, disability, youth and children's programmes); Oversee the development and implementation of appropriate Human Resources Management policies and procedures; Develop and implement an effective employee performance management system; Ensure the development and implementation of effective talent recruitment and retention strategies; Manage organizational development processes.
<b><u>ENQUIRIES</u></b>	:	Mr I Abader, Tel: (012) 310-3055
<b><u>APPLICATIONS</u></b>	:	Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001
<b><u>FOR ATTENTION</u></b>	:	Mr JM Kutu

**CLOSING DATE** : 01 February 2010

**POST 03/20** : **CHIEF DIRECTOR: BUSINESS PERFORMANCE MANAGEMENT REF NO: AP 505/2010**  
Five year contract-renewable based on performance

**SALARY** : R746 181 per annum (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized three-year degree/diploma in Business Management, Public Administration or an equivalent qualification plus extensive experience in a senior management position ;Relevant experience in managing organizational performance; Experience in the implementation of a Performance Management System ; A Working knowledge of the Balance Score-Card will be an added advantage ; Proven strategic management and leadership skills ; Extensive experience in project management ; Experience and skills in public policy development and implementation; Financial management skills; knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal, co-ordination and Stakeholder liaison skills.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Chief Directorate: Business Performance Management and perform the following key functions; Support the Director-General and the Chief Operating Officer in performing all functions necessary for the effective and efficient management of the Department ; Lead organisational performance management with the view to realise the Department's strategic objectives; Co-ordinate the processes of the Departmental strategic and business plan development ;Co-ordinate sector policy inputs and support the inter-governmental system and resourcing of the environmental sector (Cabinet and DG cluster meetings); Develop and implement an organisational performance management system, including co-ordinating all reporting within the Department and externally (Presidency reporting, etc); Co-ordinate and support the Minister and Director-General with their oversight role for Public Entities; Supervise the provision of secretariat services to all management meetings, MINMEC, Mintech, Working groups, Public Entities and meetings with the Minister; Oversee general administration and management of processes in the offices of the Director-General, the Chief Operating Officer and Parliamentary Office (Including document management for the department).

**ENQUIRIES** : Mr D Vukela, Tel: (012) 310 3275  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001

**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/21** : **DIRECTOR: EPWP COORDINATION & PROGRAMME EVALUATION REF NO: AP 506/2010**  
Chief Directorate: Social Responsibility Policy and Projects

**SALARY** : R615 633 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree in Economic or Social Sciences or Development Studies or a relevant equivalent qualification; Recognized training in Monitoring and Evaluation as well as extensive experience in the M & E field. Appropriate experience in Project Management; Extensive knowledge of the Expanded Public Works Programme (EPWP) and experience in the area of Labour Intensive Programme applications; Knowledge of research methodologies and statistical analysis software such as SPSS; Experience in policy, process and procedure formulation and implementation; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Analytical skills; experience in solving problems; Strategic management and leadership skills; Good coordination skills; The ability to work under pressure; Willingness to travel.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: EPWP Coordination & Programme Evaluation and will perform the following key functions; Manage the development of the monitoring and evaluation systems, tools and procedures for the social responsibility programme of the Department and the Environment and Culture sector of the EPWP; Manage the coordination of the Environment and Culture

sector of the EPWP for the Department; Manage all the issues that relate to EPWP reporting for the social responsibility programme of the Department; Manage the evaluation, including the process of conducting impact assessment studies, of the social responsibility programme of the Department; Manage the budget and overall performance of the Directorate.

**ENQUIRIES** : Mr G Qotywa tel. (012) 310-3127  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr J Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/22** : **DIRECTOR: ADMINISTRATION AND SECRETARIAT SERVICES REF NO: AP 507/2010**  
Office of Chief Operating Officer

**SALARY** : R 615 633 per annum (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three year degree/diploma in Business Management, Public Administration or a relevant equivalent qualification ; Extensive relevant experience in the rendering of administrative and executive support services in a similar environment; knowledge of government planning, reporting and M&E processes. Experience in the coordination of secretariat services, as well as some experience in conference organising; Proven management experience; Strategic management and leadership skills; Good organizational and administrative skills; Good experience in project management; Good co-ordination skills; Advanced financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations; Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills; People Management skills; Ability to work under pressure. Willingness to travel.

**DUTIES** : The successful candidate will be responsible for overall management of the Office of the Chief Operating Officer and will perform the following key functions: Provide high level administrative and executive support to the Chief Operating Officer and the Branch ; Provide secretariat services to MINMECs, MINTECHs and Departmental meetings; Co-ordinate Branch Strategic Planning process; Coordinate Branch Reporting and Performance Management of Chief Directors in the Branch; Develop and maintain an effective correspondence and records management system for the Branch; Assist the COO in monitoring the implementation of executive/top management decisions; Manage staff and other resources in the Office of the COO.

**ENQUIRIES** : Mr JM Kutu tel. (012) 310 3051  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/23** : **DIRECTOR: IT BUSINESS SOLUTIONS: REF NO: AP 508/2010**

**SALARY** : R615 633 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized three-year degree/diploma in Information Technology (IT) or a relevant equivalent qualification plus extensive experience in the field of IT at managerial level, with a specific focus on development and implementation of business solutions; proven strategic management and leadership skills; Experience in policy development and implementation; Thorough understanding of and experience in enterprise systems architecture, methodologies, frameworks and technologies currently used in systems development and maintenance. Relevant experience in service level agreement and contract management. Extensive experience in project and programme management; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: IT Business Solutions and will perform the following key functions; Manage the development and implementation of Information Technology (IT) business solutions for the Department; Provide IT related business solutions to the Department; Manage and co-ordinate the

acquisition and maintenance of business applications ; Manage the implementation of strategies regarding systems integration; Analyze the business of Department to identify possible ICT systems. Develop an enterprise systems architecture for the Department. Implement standards and best practices.

**ENQUIRIES** : Mr D Vukela, tel. (012) 310-3275  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

**POST 03/24** : **DIRECTOR: IT INFRASTRUCTURE, SERVICE DELIVERY AND SECURITY:**  
**REF NO: AP 509/2010**

**SALARY** : R615 633 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized three-year degree/diploma in Information Technology (IT) or a relevant equivalent qualification and an ITIL certification plus extensive experience in the field of IT at a managerial level; proven strategic management and leadership skills; Relevant experience in contract and service level agreement management; Thorough understanding and experience in WAN, LANs, VPNs, Servers, SANs, Infrastructure and systems security and the implementation of the ITIL processes with a focus on change management and configuration management; Experience in policy development and implementation; Good experience in project management; Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations. Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: IT Infrastructure, Service Delivery and Security and perform the following key functions; Manage the maintenance of the ICT network and infrastructure that support the IT needs of the Department ; Manage IT contracts and Service Level Agreements with relevant service providers; Implement the ITIL processes; Implement a data archiving and recovery system and a comprehensive IT security system for the Department to protect the integrity of data; Oversee the development and implementation of appropriate IT policies and guidelines; Implement standards and best practices. Develop infrastructure architecture and continuously invest into maintenance and required new technology.

**ENQUIRIES** : Mr K Pillay tel. (012) 310-1854  
**APPLICATIONS** : Forward applications to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 01 February 2010

#### **OTHER POSTS**

**POST 03/25** : **DEPUTY DIRECTOR: PROVINCIAL TRAINING COORDINATORS 2 POSTS**  
**REF: AP510/2010**

**SALARY** : R 448 521 per annum (all-inclusive remuneration package)  
**CENTRE** : Durban: Kwazulu Natal; Bloemfontein: Free State  
**REQUIREMENTS** : Appropriate B Degree / National Diploma with relevant experience in managing training programmes. Sound knowledge and understanding of relevant legislation, including the Adult Basic Education and Training Act, Skills Development Act, South African Qualifications Authority Act, General Education and Further Education and Training Qualifications Act, Public Finance Management Act. Experience in managing training programmes and undertaking skills audit and development of training plans. Facilitation skills. Project management. Report-writing. Computer literacy (MS Word, Excel, PowerPoint, etc.). Knowledge of the Expanded Public Works Programme. Valid and unendorsed drivers license. Willingness to travel extensively and work beyond normal working hours. The following will serve as strong recommendations; Accredited Skills Development Facilitator Training Certificate and /or Assessor, Moderator Certificate and /or Train of Trainers Certificate. Knowledge of SETAs especially THETA, AgriSETA and CETA and their functions. Good Presentation and Facilitation Skills. Conflict Management and

people management skills. Innovative and independent Thinker. Results orientated person and eagerness to meet deadlines

**DUTIES** : Manage the planning and implementation of accredited and non- accredited training administered in the DEAT EPWP projects in the Northern Cape province; Manage accredited training providers and ensure compliance to the Memorandum of Agreement; Conduct skills audits and identification of training needs; Prepare skills audit reports and support and manage development of training plans; Oversee logistical preparations for accredited training; Conduct site visits to assess effectiveness of training programmes; Compile monthly and quarterly monitoring and training reports; Liaise with relevant training stakeholders to source additional funding for training; Provide expert advice and support to Project Implementation Managers on training issues.

**ENQUIRIES** : Ms N. Giqua, tel. (012) 310-3561

**APPLICATIONS** : To the Director-General, Department of Environmental Affairs and Tourism, Private bag X447, 0001

**CLOSING DATE** : 8 February 2010

**POST 03/26** : **DEPUTY DIRECTORS: PROVINCIAL PROJECT MANAGERS 4 POSTS REF: (AP511/2010)**  
Chief Directorate: Social Responsibility Policy and Project Directorate: Project Implementation

**SALARY** : R 448 521 per annum (all-inclusive remuneration package)

**CENTRE** : Pretoria - Gauteng Province; Bloemfontein - Free State; Nelspruit –Mpumalanga Springbok – Northern Cape

**REQUIREMENTS** : Recognized Bachelor's degree in Natural Science, Development Planning, Commerce or an equivalent three-year qualification plus extensive relevant experience within Project Management ; Relevant experience in community development , business concept development ,feasibility testing ,market research and sustainability testing ; Knowledge of the EPWP, ISRDP and URP, Proven experience in implementation , monitoring and evaluation of Government programmes; Ability to operate project management software as well as MS Office; Analytical and numerical skills ; Good report -writing skills , Interpersonal and problem solving skills; Experience in human resources and financial management . Valid code B driver's license and a willingness to travel.

**DUTIES** : Evaluate business plans and provide assistance to project implementers ,Be responsible for general management of contract document and payments ;Undertake project inspection and quality assurance ; Review progress , financial Audit and completion reports ; Report on projects to the Province and the Department ; Provide ad-hoc support to the Directorate : Implementation and the Chief Directorate : Social Responsibility Policy and Projects ; Oversee the management of staff and other resources in the province .

**ENQUIRIES** : A. Moloto , tel. (012) 310-3332

**APPLICATIONS** : To the Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, 0001

**CLOSING DATE** : 8 February 2010

**POST 03/27** : **DEPUTY DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE CHIEF DIRECTOR: SOCIAL RESPONSIBILITY POLICY AND PROJECTS REF: AP512/2010**

**SALARY** : R 448 521 per annum (all-inclusive remuneration package) (Level 12)

**CENTRE** : Pretoria

**REQUIREMENTS** : Three year degree/diploma in the office administration and/or public administration-related fields from a recognized institution; Appropriate experience, which includes project management, financial management, human resources and labour relations issues, logistical and administration issues and meeting procedures; High level of computer literacy and writing skills; Knowledge of legislation with regard to public administration, financial management as well as document management procedures; Leadership, management, strategic, analytical, conceptual, problem solving and communication, interpersonal as well as stakeholder liaison skills

**DUTIES** : Perform strategic management, administration and executive support to the Office of the Chief Director. Co-ordinate the organisation of all the Chief Directorate meetings; Take Minutes in all Chief Directorate meetings as well as overall management of the filling system; Administer and co-ordinate of the Chief

Directorate cross cutting functions and general office management procedures; Liaise with Stakeholder and respond to all enquiries about the social responsibility programme sent to the Chief Director; Provide any form of support required by the Chief Director in the management of the programme.

**ENQUIRIES** : Mr GB Qotywa, tel. (012) 310-3127

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, 0001

**CLOSING DATE** : 8 February 2010

**POST 03/28** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF: MCM 05/2010**

**SALARY** : R161 970 per annum (All inclusive package of R228 624 per annum)

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimum Applicant must be in possession of a 3 year tertiary qualification in commerce or equivalent NQF 6 majoring in contract or commercial law and working experience in Supply Chain Management or Grade 12 with extensive proven relevant working experience in Contract Management within Supply Chain Management. Sound knowledge and understanding of government procurement systems, contract or commercial law and its application in the purchasing process is required as well as the Preferential Procurement Policy Framework Act, National Treasury Regulations, Supply Chain Management Framework, Contract Management and PFMA, 1999(Act no 1 of 1999). Computer literacy: MS Office (Word, Excel and Power Point), Email, Internet relevant operating system within the Supply Chain Management field. Good Verbal and Written Communication Skills that include compilation of submissions, minutes, memoranda and reports. Sound Financial and Budgeting Skills, Ability to take initiative and maintain good working relations. Supervisory and problem solving skills. Ability to work under pressure, exceptional organizing and planning skills. Added Advantage: Experience in project management and contract management system.

**DUTIES** : Provide leadership for the contracts administration, performance management, risk and compliance including database of awarded contracts. Organize, maintain and electronically track all awarded contracts and related documents. Ensure that database system functions properly; to serve the Supply Chain Management Directorate and the end user components. Monitor supplier performance and make recommendations for improvement where appropriate. Assist in reviewing modifications, extensions and contract closeout documents. Also monitor validity and dates of contract and advise relevant Project Managers within three to four month prior to the termination of the contract. Follow up and provide feed back with regards to complaints or enquiries received from both internal and external clients. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Assist in reviewing and updating of the MLRF SCM policies and procedures on an annual basis. Ensure suppliers meet defined requirements, goals and targets. Establish supplier improvement targets in cost, quality, service delivery and socio-economic contributions in line with the government wide objectives. Seek advice from legal division in matters related to contracts when appropriate. Ensure adherence to PFMA, SCM framework, Treasury Regulations and any other applicable legislation. Supervise all administrative activities including supervision of staff.

**ENQUIRIES** : Mr M Shai Tel. (021) - 402 3392

**APPLICATIONS** : The Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.

**FOR ATTENTION** : Integrated Human Resources Registry

**CLOSING DATE** : 01 February 2010

**POST 03/29** : **SENIOR ACCOUNTING CLERK ACCOUNTS PAYABLE 2 POSTS REF: MCM 03/2010**

**SALARY** : R105 645 per annum (Total package of R 160 283 per annum conditions apply)

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimum: A grade 12 (equivalent NQF 4) with Accounting and Maths as subjects and relevant working experience of at least one year. Knowledge of the PFMA, Treasury Regulations, Batho Pele Principles and Accrual Accounting. Computer Literacy in MS Office, Internet and E-mail (Knowledge of Oracle and GroupWise

will be an added advantage). Excellent communication skills (written and verbal). Ability to work under pressure.

**DUTIES**

: Perform monthly creditors reconciliations and balance sheet accounts relating to creditors. Capturing and validation of suppliers invoices, travel and subsistence allowance advances and claims. Petty Cash disbursements and reconciliation. Assist and liaise with suppliers and employees with regards to queries, travel and subsistence claims and advances, invoices and statements. Assist with year end audit.

**ENQUIRIES**

: Ms V Gobile: Ph (021) 402-3397

**APPLICATIONS**

: The Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.

**FOR ATTENTION**

: HR Registry: Integrated Human Resources

**CLOSING DATE**

: 01 February 2010