

**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 these posts*

**NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identify Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to short-listed candidate only. If you have not been contacted within three month of 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. The department reserves the right not to make an appointment.

**MANAGEMENT ECHELON**

**POST 04/09** : **DIRECTOR: FINANCIAL MANAGEMENT AP 513/2010**

**SALARY** : R615 633 per annum (an all inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Bachelor's Degree/ Diploma in Finance or Accounting plus extensive relevant experience in finance. Proven strategic management and leadership skills. Experience and skills in policy development and implementation. Analytical, innovative, problem solving and interpersonal skills. People management skills. Good report writing skills and ability to communicate effectively at all levels. Computer literacy. An understanding of the public service environment and knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of financial management requirements of public entities, analysis of their annual financial statements and reports. Experience in managing donor funds. Knowledge of Financial management systems, planning, budgeting and accounting policies and procedures.

**DUTIES** : The successful candidate will provide overall strategic management and leadership to the Directorate: Financial Management and perform the following key functions: Financial planning for the Department. Management of Financial Systems. Management of Financial Accounting activities. Management of an effective financial control and bookkeeping system. Develop and implement appropriate Financial Management policies, systems and procedures in line with the PFMA and Treasury Regulations. Prepare financial statement for each year in accordance with generally recognized accounting practices. Comply with the reporting requirements of the PFMA, Treasury Regulations and internal and external reporting requirements. Ensure that revenue and expenditure of the Department is in accordance with internal controls and legislation/ policy governing financial within the public service. Manage donor funds. Monitor the Department's Public Entities in terms of their compliance with PFMA. Provide guidance and support to the Senior Managers in the Department with regard to the Financial Management. Manage overall financial audit Risks per corporate governance requirements.

**ENQUIRIES** : Ms E Makau Tel: (012) 310-3553

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

**FOR ATTENTION** : Ms N Sebola

**CLOSING DATE** : 15 February 2010

**NOTE** : Short-listed candidates will be subject to screening and security vetting to determine the suitability of a person for employment. The persons appointed in this position will be subjected to reference checking and security clearance. Candidates will be subject to competency assessment test and the signing of a performance agreement and employment contract.

**POST 04/10** : **DEPUTY DIRECTOR: CONTRACTS AND PAYMENTS AP 515/2010**

Chief Directorate: Social Responsibility Policy and Projects  
Directorate: Programme Planning and Support

**SALARY** : R448 521 per annum (an all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year degree/diploma in Finance, Law or an equivalent qualification from a recognized institution; Training in business or contract law will serve as a strong recommendation; Extensive experience in financial management broadly (and specifically budgeting, cashflow management and auditing) and/or contract management. Experience in policy, process, administrative systems and procedure formulation and implementation; Extensive knowledge of the Public Finance Management Act and Treasury Regulations; A high level of computer literacy and writing skills are essential. The successful candidate must have the following skills: Leadership, management, strategic, analytical, conceptual, problem solving and communication, interpersonal as well as stakeholder liaison. S/He must be willing to work under pressure.

**DUTIES** : The successful candidate will be responsible for the following key performance areas: In consultation with legal services, design and maintain contract management templates for the SRP; Ensure compliance of Social Responsibility Programme (SRP) contracts and appointment of project implementers with the applicable legislations; Develop and maintain systems and procedures for budgeting and processing of payment for SRP projects; Prepare, maintain and oversee the overall Financial Management in respect of SRP project payments and budgeting; Develop, implement and maintain an effective document management system for the Chief Directorate and manage office support services; Overall management of the sub-directorate, including management of human resources.

**ENQUIRIES** : Mr A Moloto (012) 310-3332  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001  
**FOR ATTENTION** : Mr JM Kutu  
**CLOSING DATE** : 15 February 2010

**POST 04/11** : **ASSISTANT DIRECTOR: STATE OF ENVIRONMENT AP 514/2010**

**SALARY** : R240 318 per annum, (Total salary package of R 323 686 p.a./conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree in Natural Sciences, Natural Resource Management, Economics or an equivalent qualification or other relevant discipline related to environment and sustainable development. A post graduate qualification will serve as an advantage. Extensive working experience including management in environmental and sustainable development programme coordination, implementation and evaluation. Experience in research is desirable. Competencies: The position requires a person who has extensive knowledge about the environment and experience in environmental assessments. Proven experience in managing projects in the environmental field. Proven ability to analyze and integrate information. Teamwork, planning and organisational skills: Ability to work independently with a high degree of responsibility and to perform duties under pressure and within deadlines; Ability to implement and supervise programme activities that are consistent with agreed objectives. Demonstrated innovative technical leadership by performing and/or overseeing the planning, development, and management of operations. A high degree of computer literacy is required. Excellent communication skills both orally and written.

**DUTIES** : Assist with the management of the national state of the environment reporting programme which includes the following: the compilation process of the country's State of the Environment Report. Develop state of the environment information products such as Issue Summaries and Key Emerging Issues papers. Disseminate the suite of products on the state of the environment to the public. Maintain and update a State of the Environment Internet Portal. Provide assistance to sub-national state of the environment reporting initiatives. Participate in regional and global state of the environment and related initiatives. Project, financial and staff management within the sub-directorate.

**ENQUIRIES** : Ms A. Mampye Tel: (012) 310-3618  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001  
**FOR ATTENTION** : Ms N Sebola  
**CLOSING DATE** : 15 February 2010

**POST 04/12** : **PRINCIPAL ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT EVALUATION: 15 POSTS AP6/2010**

**SALARY** : R192 540 per annum, Total Package of R265 715 per annum -conditions apply  
**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate Bachelor's degree in the environmental management/sciences field or relevant equivalent qualification. Thorough knowledge of the National Environmental Management Act, as amended and its related legislation, regulations, policy, guidelines etc. Thorough knowledge of integrated environmental management and its application Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems Advanced computer literacy skills and relevant experience, attendance of environmental management courses and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic) Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid code B/EB driver's licence

**DUTIES** : Review and evaluation of EIA and Waste applications. Conduct site visits and compile site visit reports, Provision of professional advice in respect of EIA and/or Waste application decision-making, Draft conditions for approval, acceptance, refusal and/or rejection of EIA and/or Waste applications, Implementation of approved systems, tools and standard operating procedures related to environmental impact management Internal and external liaison regarding EIA's and/or Waste applications (communication with clients and stakeholders) Provide technical inputs into appeals Provision of professional advice to the Minister and the Director-General on all enquiries and parliamentary questions related to EIA and/or Waste applications, Provide a support function and technical inputs into appeals lodged with the Minister of Environmental Affairs in terms of the EIA and Waste regulations, Assist in the development of the Integrated Permitting System (IPS only) Assist in the administration and monitoring of compliance with environmental authorisations issued. Provision of inputs into environmentally related legislation and policies, Assist in the development of standard operating procedures

**ENQUIRIES** : Ms Fatima Rawjee Tel: 012-310-3002

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

**FOR ATTENTION** : Mr Dumisani Moyane

**CLOSING DATE** : 12 February 2010

**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment

**POST 04/13** : **PRINCIPAL ENVIRONMENTAL OFFICER: POLICY AND LEGISLATION AP4/2010**

**SALARY** : R192 540 per annum (Total Package of R 265 715 pa/conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A appropriate Bachelor's Degree in environmental management or law or equivalent qualification and experience• Sound interpersonal skills• Computer Literacy• Sound planning and organizational skills• Good verbal and written communication skills• Good understanding of environmental legislation specifically the National Environmental Management Act, 107 1998 (Act No 107 of 1998) and Environmental Impact Assessment regulations, 2006• Ability to interpret legislation.

**DUTIES** : The successful candidate will be required to provide support with the development of legislation and regulations pertaining to the management of environmental impacts in terms of the National Environmental Management Act, 1998, as well as the drafting of appropriate implementation guidelines. • Review of policies and legislation with implications for impact management, review of legal opinions and drafting of a variety of correspondence regarding legal arguments. The candidate will also assist with investigations regarding a fee structure for applications.

**ENQUIRIES** : Ms MN Davids 012 310 3172

**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria 0001, for the attention of Mr G Ntshane.

**FOR ATTENTION** : Mr Dumisani Moyane

**CLOSING DATE** : 12 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment

**POST 04/14** : **ADMINISTRATIVE OFFICER: ENVIRONMENTAL IMPACT ASSESSMENT AP2/2010**

**SALARY** : R130 425 per annum (Total Package of R190 349 per annum - conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate three-year degree in Public Administration/Environmental Management or equivalent qualification, Proven relevant EIA administration experience, Advanced computer literacy skills and relevant experience and/or training in administration and data capturing, Experience in general office administration, Experience in and/or knowledge of finance and procurement processes and a general knowledge of environmental management will serve as an added advantage, Good communication skills (written, oral and graphic) Good organising, planning and reporting skills, Ability to work individually and in a team, Ability to work under pressure without supervision and multi-task

**DUTIES** : Administration of Environmental Impact Assessments (EIA's) and its systems and tools Data capturing related to environmental impact assessment applications Implementation and maintenance of approved systems, tools and standard operating procedures, EIA administration support Internal and external liaison regarding EIA's (communication with clients and stakeholders) Correspondence and document management, General office administration support, i.e. assisting on finance and procurement processes

**ENQUIRIES** : Ms Fatima Rawjee Tel:012-310-3002  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs and Tourism, Private Bag X447, Pretoria 0001,

**FOR ATTENTION** : Mr Dumisani Moyane  
**CLOSING DATE** : 12 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment

**POST 04/15** : **ENVIRONMENTAL OFFICER: SUBSISTENCE & SMALL-SCALE FISHERIES MANAGEMENT: MCM 06/2010**

**SALARY** : R130 425 per annum (Total package of R 190 349 per annum)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum: An appropriate recognized Tertiary Qualification in Natural Sciences / Social Sciences / Natural Resource Economics / Natural Resource Management or Matric with two years relevant working experience. Exposure to Subsistence fisheries and Coastal Community Development issues. Knowledge of marine resource utilisation, understanding the functioning of ecosystems and impact of human activity to the ecosystem. Knowledge of the Marine Living Resources Act, 1998 (Act no.18 of 1998) and relevant environmental legislation. Good interpersonal, communication, problem solving and organizing skills are essential. Computer literacy including commonly used applications. Driver's license. Ability to communicate fluently in Afrikaans.

**DUTIES** : Facilitate Subsistence fishing activities in line with the allocated fishing rights, exemptions and any other applicable interim measures; Participate in the development and implementation of Subsistence Fisheries Management policy; Communicate with Provincial, Local Government, Conservation Agencies, and NGO's, other interested parties and the Department regarding management of subsistence fisheries; Participate in the administrative activities within the sub-directorate; Facilitate establishment and support of Local Co-management committees as well as management of Community Catch Data Monitoring.

**ENQUIRIES** : Mr. Sandile Sibiyi Tel (021 402 3344)  
**APPLICATIONS** : The Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs, Private Bag X 2, Roggebaai, 8012.

**FOR ATTENTION** : Integrated Human Resources Registry  
**CLOSING DATE** : 8 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 04/16** : **OFFICE ADMINISTRATOR I: OFFICE OF THE DIRECTOR: COMPLIANCE ENFORCEMENT SUPPORT SERVICES AP8/2010**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 Certificate plus relevant experience in office administration● A relevant post-matric qualification in Office Administration will serve as added advantage● Good interpersonal, communication, decision-making and organising skills● Computer literacy with knowledge of MS Excel, MS PowerPoint, Ms Word, GroupWise and the Internet● Good Administration, diary management, mail and telephone screening skills● An understanding of the Public Service systems and procedures will also serve as an advantage● Ability to work with limited supervision● Willingness to work after hours.

**DUTIES** : The successful candidate will render office administrative support to the Director: Compliance and Enforcement Support Services, which entails:● Managing the office diary● Managing correspondence by receiving and distributing documents● Compiling presentations, submissions, reports and typing documents● Compiling and submitting claims for approval● Liaising with stakeholders with regards to queries and the dissemination of information● Making logistical arrangements for meetings and workshops● Managing the office budget, procurement of goods and services for the office● Making travel arrangements● Taking minutes and performing any other office administration-related functions● Managing the filing system as well as assisting the Director: Compliance and Enforcement Support Services with personal tasks within an agreed framework.

**ENQUIRIES** : Mr M Jardine 012 310-3375

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

**FOR ATTENTION** : Mr Dumisani Moyane

**CLOSING DATE** : 15 February 2010