

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

**NOTE** : Applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Documents, 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 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 05/12** : **DIRECTOR: ENVIRONMENTAL AFFAIRS MINISTRY SUPPORT AP 516/2010**

**SALARY** : An all-inclusive remuneration package of R 615 633 per annum Level 13. 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 sign a performance agreement with the Department.

**CENTRE REQUIREMENTS** : Pretoria  
: The position of Director: Environmental Affairs Ministry Support in the Department of Environmental Affairs is available for a person in possession of a graduate qualification with extensive organizational, management and leadership skills. Skills and Competencies: Strategic capabilities and management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty & Integrity.

**DUTIES** : Key responsibilities: it will be expected from the successful candidate to provide leadership with regard to Environmental Affairs issues in the Office of the Minister of Water and Environmental Affairs regarding: Document management, Diary management, Coordination of meetings, Coordinating Cabinet, Parliament and committees related work, Apply and promote all principles of Batho Pele.

**ENQUIRIES APPLICATIONS** : Ms N Matyana Tel: (012) 310-3853  
: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001

**FOR ATTENTION CLOSING DATE** : Mr J Kutu  
: 22 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.

## OTHER POSTS

**POST 05/13** : **ASSISTANT DIRECTOR: LINE AND NET FISHERIES MANAGEMENT (MCM12/2010) X2**  
**ASSISTANT DIRECTOR: SMALL INVERTEBRATES AND SEAWEED MANAGEMENT MCM14/2010**  
**ASSISTANT DIRECTOR: LARGE CRUSTACEAN FISHERIES MANAGEMENT MCM 16/2010**

**SALARY** : R 240 318 p.a (Total package of R 323 686 per annum)

**CENTRE** : Cape Town

**REQUIREMENTS** : Minimun: An appropriate recognized three year qualification in Natural Sciences, Natural Resource Management, Public Management, Small Enterprise/Business Development, Natural Resource Economics or Economic Sciences. Relevant working experience. Experience in supervision of staff, policy drafting, implementation and evaluation, Knowledge of the Marine Living Resources Act, 1998 (Act no. 18 of 1998), the Regulations promulgated thereunder. Knowledge

of financial management and related legislation within public sector essential; Communication skills (both verbal and report writing) and problem solving essential; Project management skills and experience essential. Knowledge of financial management and related legislation within public sector essential. Computer literate. Good administration skills and the understanding of public service systems and procedures will be an advantage. Knowledge of the following will be an added advantage: Line And Net Fisheries Management: Traditional Linefish, Squid, Net fisheries and Recreational fisheries Small Invertebrates and Seaweed Management: Oysters, Seaweed, White Mussels, Bait Organisms and other small Invertebrates. Large Crustacean Fisheries Management: West-Coast Rock Lobster, South-Coast Rock Lobster, Kwa-Zulu Natal Prawn Trawl.

- DUTIES** : To assist in management, communication and co-ordination of the administrative and regulatory processes of fishing rights, permits and exemptions in the respective fisheries sectors by applying the Marine Living Resources Act, 1998 (Act no. 18 of 1998), Regulations promulgated thereunder and departmental policies. Manage the allocation of Total Allowable Effort in respective fisheries. Managing compilation and issuing of permits, licenses and exemptions. Co-ordinate and facilitate stakeholder interactions within the fishing sectors concerned. Provide support in managing the administrative activities within the sub-directorate including the supervision of staff.
- ENQUIRIES** : Mr. N Bacela Tel. +27(21) 402 3577 or  
Mr. O Dubula Tel. +27(21) 402 3680
- APPLICATIONS** : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag x 2, Roggebaai, 8012.
- CLOSING DATE** : 15 February 2010
- NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- POST 05/14** : **ASSISTANT DIRECTOR: MARINE AQUACULTURE – SHELLFISH MONITORING PROGRAMME MCM 08 /2010**
- SALARY** : R 240 318 p.a (Total package of R 323 686 per annum)
- CENTRE** : Cape Town
- REQUIREMENTS** : Minimum: An appropriate recognized three year qualification in Natural Sciences; Food Technology and/or BSc in Applied Biology and Biochemistry Knowledge of the marine aquaculture sector and relevant practical experience will serve as advantage · Knowledge of the marine and environmental legislation (MLRA, ICM Act, Health Act) and international food legislation pertaining to aquaculture products · Knowledge of the regulations promulgated there under and departmental policies with special reference to marine aquaculture · Knowledge of coastal management processes and principles · Knowledge of water quality monitoring and food safety general · Good communication skills (both verbal and report writing) Project management skills · Knowledge of financial management and related legislation within public sector · Understanding of the work of the Department and government will serve as an advantage. A valid driver's licence (Code B).
- DUTIES** : To develop monitoring protocols for finfish, shellfish and crustacean marine aquaculture products · Participate at local and international conferences, workshops and intergovernmental meeting regarding shellfish sanitation. Manage the implementation of the SA Molluscan Shellfish Monitoring and Control Programme · Assist with development and review of monitoring and contingency plans · Ensure compliance with and adherence to international food quality and safety standards · Provide advice to other governmental authorities and stakeholders with respect to shellfish product safety and monitoring requirements · Assist in the drafting of annual SA Marine Aquaculture Industry Reports · Assist in the management of administrative and related functions, which would include personnel, staff recruitment, training and development and the sub-directorate's budget.
- ENQUIRIES** : Mr. A Njobeni Tel (021) 402 3409
- APPLICATIONS** : To 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** : 15 February 2010

**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

**POST 05/15** : **PRINCIPAL ENVIRONMENTAL OFFICER: SHELLFISH MONITORING PROGRAMME MCM 10/2010**

**SALARY** : R 192 540 p.a (Total package of R 265 715 per annum)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Minimum: An appropriate recognized three year qualification in Natural Science. Knowledge and understanding of water quality monitoring, environmental monitoring, physical oceanography and database management Understanding of local and international food legislation pertaining to aquaculture products, in particular molluscan shellfish, and analytical methodologies applicable to food safety laboratories · Knowledge of the marine aquaculture sector and related practical experience · Knowledge of the marine and environmental legislation (MLRA, ICM Act & NEMA) · Knowledge of the regulations promulgated there under and departmental policies with special reference to marine aquaculture · Good communication skills (both verbal and report writing) with experience in stakeholder engagement · Experience in project management · Understanding of the work of the Department and government as well as possession of a Code 08 driver's license will serve as an added advantage.

**DUTIES** : To render technical advice towards the implementation of the South African Molluscan Shellfish Monitoring & Control Programme in order to provide the necessary guarantees of product quality and safety · To conduct farm site inspections, review programs, and participate in sanitary surveys of shellfish growing areas for compliance with shellfish safety laws and applicable regulations · Ensure compliance with permit conditions and growing area requirements for all shellfish farming areas · Ensure that shellfish harvesters and growers comply with production area management plan · Develop, implement and participate in water quality monitoring of shellfish production areas Provide consultation and education to shellfish industry, public and other governmental authorities · Perform all administrative and related functions which would include the compilation of reports and mentorship.

**ENQUIRIES** : Mr. A. Njobeni Tel (021) 402 3409  
**APPLICATIONS** : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs, Private Bag x 2, Roggebaai, 8012.

**FOR ATTENTION** : HR Registry: Integrated Human Resources

**CLOSING DATE** : 15 February 2010

**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 05/16** : **MARINE RESEARCH TECHNICIAN I: CULTURE TECHNOLOGY MCM 501/2010**

**SALARY** : R161 970 per annum (All inclusive package of R 228 624 per annum)  
**CENTRE** : Cape Town (Seapoint)  
**REQUIREMENTS** : Minimum: A 3-year National Diploma in Oceanography or a relevant, 3-year qualification in the Marine Science or Aquaculture field: Experience with or knowledge of techniques and methods, laboratory codes and ethics relating to mariculture. Technically (practically) minded and computer literate. Sound organizational and planning skills. Good verbal and written communication skills. Ability to train and mentor staff. Ability to work at sea on small craft/ vessels (Medically fit as per Section 101 of the SAMSA Act.57 of 1951 - Successful candidate must pass a medical examination for seafarers). Willingness to work away from home for extended periods.

**DUTIES** : Provide technical support to the research and development of the culture of indigenous species, to the promotion of environmentally sustainable Mariculture practices and to the monitoring and research of harmful algal blooms. Co-ordinate the procurement of consumables and equipment. Supervise and co-ordinate junior staff. Contribute to the training and mentoring of staff, students and interns. Control and maintain research equipment in serviceable condition.

**ENQUIRIES** : A. du Randt (Tel) 021 430 7013  
**APPLICATIONS** : To the Deputy Director-General: Marine and Coastal Management, Department of Environmental Affairs and Tourism, Private Bag X 2, Roggebaai, 8012.

**FOR ATTENTION** : HR Registry  
**CLOSING DATE** : 15 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 05/17** : **OFFICE ADMINISTRATOR II: CHIEF DIRECTORATE: ENVIRONMENTAL IMPACT MANAGEMENT AP518/2010**

**SALARY** : R 130 425 per annum- Total salary package of R 190 349  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 certificate plus experience and knowledge of office administration functions; A three tertiary qualification in public administration or an appropriate equivalent qualification will be an added advantage ; Experience in document management, project and financial management; Ability to work under pressure and work independently with limited supervision; Knowledge of government policies and processes will serve as an advantage; Good interpersonal skills , good communication skills (verbal and writing), presentation skills, planning and organizational skills, conflict management and resolution skills; Research skills and a high level of computer literacy. Willingness to work overtime, as and when required.

**DUTIES** : The successful applicant will be responsible for rendering an effective office administration support service in the Office of the Chief Director and perform the following key functions: Manage the office diary; Manage correspondence by receiving and distributing documents; Compiling presentations, submissions, reports and type documents; Compiling and submitting claims for approval; liaise with stakeholders with regards to queries and dissemination of information; Make logistical arrangements for meetings and workshops; Manage the office budget, procurement of goods and services for the office; Make traveling arrangements, taking minutes, performing any other office administration related functions, manage the filing system as well as assisting the Chief Director with personal tasks within an agreed framework .

**ENQUIRIES** : Ms N Sebola: Tel: 012 310-3604  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001

**FOR ATTENTION** : Mr K Futhane  
**CLOSING DATE** : 22 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST 05/18** : **OFFICE ADMINISTRATOR I: PROGRAMME IMPLEMENTATION, CHIEF DIRECTORATE: SOCIAL RESPONSIBILITY POLICY AND PROJECTS AP517/2010**

**SALARY** : R 105 645 Total remuneration package of R160 283  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A grade 12 certificate plus a post-matric/ three year qualification on Office or Public Administration; Relevant work experience in office administration; Good interpersonal, communication, decision-making and organizing skills; Computer literacy with knowledge of MS Excel; Ms Power-point, Ms Word, GroupWise and Internet. Must have good administration, diary management, mail and telephone screening skills, an understanding of the Public Service System and procedures will also serve as an advantage; Ability to work with limited supervision. Willingness to work after hours..

**DUTIES** : The successful applicant will be responsible for rendering an effective office administration support service in the Office of the Director and perform the following key functions: Manage the office diary; Manage correspondence by receiving and distributing documents; Compiling presentations, submissions, reports and type documents; Compiling and submitting claims for approval; liaise with stakeholders with regards to queries and dissemination of information; Make logistical arrangements for meetings and workshops; Manage the office budget, procurement of goods and services for the office; Make traveling arrangements, taking minutes, performing any other office administration related functions, manage the filing system as well as assisting the Director with personal tasks within an agreed framework .

**ENQUIRIES** : Mr TA Moloto Tel: 012 310 3332  
**APPLICATIONS** : The Director-General, Department of Environmental Affairs, Private Bag X447,  
Pretoria, 0001  
**FOR ATTENTION** : Ms N Sebola  
**CLOSING DATE** : 22 February 2010  
**NOTE** : Short-listed candidates will be subjected to screening and security vetting to  
determine the suitability of a person for employment.