

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- CLOSING DATE** : 16 January 2017
- NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications including Grade 12 certificate, ID document as well as a Driver's License (where required) 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. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Furthermore, the person appointed to these positions will be subjected to a security clearance, the signing of performance agreement and employment contract. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. Certification of documents must not be older than 3 months. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 01/01** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: LACE08/2016**
- SALARY CENTRE REQUIREMENTS** : R392 274 – R953 451 per annum (Conditions apply)
: Pretoria
: An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocates. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of PAIA, PAJA and the Constitution is essential. Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Good verbal and written communication and negotiation skills are essential. The ability to work in a team and independently is required. Candidates must be in possession of a valid Driver's License and be able to travel.
- DUTIES** : Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; Advice on the drafting and vetting of contracts and international instruments; Provide strategic legal support to the Department; ensure compliance with POPI, PAIA and PAJA; and Provide legal education to Departmental officials.
- ENQUIRIES FOR ATTENTION** : Ms M. Mmola Tel: (012) 399 9339
: Ms M. van Schalkwyk
- POST 01/02** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CHEMICALS AND HAZARDOUS WASTE MONITORING AND EVALUATION REF NO: CWM04/2016**
- SALARY CENTRE REQUIREMENTS** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)
: Pretoria
: An appropriate 3 year Bachelor's Degree/National Diploma in Natural Sciences, Environmental Management, Environmental Science. Must have an understanding of the policy and legislative framework governing pollution and waste management. Experience of working in the waste management and legislation drafting, policy development and monitoring and evaluation. Any

postgraduate qualifications and training on monitoring and evaluation will serve as an advantage. SKILLS REQUIRED: Leadership and management skills, policy analysis, conducting research, report writing, well-developed communications skills, analytical thinking, business and legal writing skills, programme and project management, good interpersonal skills. Good networking, negotiation and interpersonal skills. Conflict management, communication skills (written and verbal). Ability to work independently and efficiently under pressure, Ability to work to interact at all levels with internal and external stakeholders and Monitoring and Evaluation skills. A valid driver's license.

DUTIES : Coordinate the monitoring of implementation of waste policies and evaluate their impact on Chemicals and Hazardous Waste Management. Coordinate the review of national policies and strategies Chemicals and Hazardous Waste Management. Manage the monitoring and evaluation of national legislation and regulations on Chemicals and Hazardous Waste Management. Provide professional advice to the Department on the appropriateness and effectiveness of existing of national legislation and regulations on Chemicals and Hazardous Waste Management. Determine monitoring and evaluation systems, standards and the monitoring thereof. Monitor, evaluate and review the Action plans of the National Waste Management Strategy, National Pricing Strategy on Chemicals and Hazardous Waste Management. Facilitate the alignment of domestic legislation with ratified international agreements. Liaise with line functions in the development of national policies, strategies and legislation on pollution and waste management. Participate in departmental and government forums on monitoring and evaluation of environmental legislative process. Facilitate the establishment and maintaining of internal controls and reporting systems in order to meet performance goals. Facilitate or undertake regulatory impact assessments / socio-economic impact assessment for new or existing legislative tools relating to Chemicals and Hazardous Waste Management. Coordinate cooperative governance structures and processes relating to the Department and the Waste Bureau. Promote interdepartmental coordination on monitoring and evaluation processes. Provide support to key stakeholders on Chemicals and Hazardous Waste Management. IndWMPs implementation monitoring and evaluation. Data verification and statistics management. Development and implementation of institutional arrangements to improve hazardous waste data collection and management between the various spheres of government. Development of decision support systems to evaluate technology options. Development of tools and matrices to ascertain the resource value of waste streams. Investigate interventions for the application of waste stream pricing methodologies. Coordinate the monitoring and evaluation South Africa's contribution on the implementation of Multilateral Environmental Agreements.

ENQUIRIES FOR ATTENTION : Mr T Magomola (Tel: 012 399 9303)
: Ms M. van Schalkwyk

POST 01/03 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTERNATIONAL GOVERNANCE REF NO: EAS02/2016**

SALARY CENTRE REQUIREMENTS : All inclusive remuneration package of R 409 989 per annum
: Pretoria
: A three year Bachelor's Degree/ National Diploma in Natural or Environmental Sciences or equivalent qualification in a related field plus extensive experience in international relations and cooperation. Knowledge of environmental, international governance and development issues (globally, regionally, and locally). Experience in international liaison and coordination and an awareness of SA and government's priorities. Ability to manage directorate and plan for activities, including projects and policy matters. Stakeholder engagement. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Negotiation skills, Presentation skills and Project management. People Management and Empowerment. Good computer skills.

DUTIES : Research and prepare policy and discussion documents to inform SA's negotiating positions on international environmental governance and relations. Conduct research and compile briefing documentation for multilateral structures. Manage, coordinate and facilitate the North-South bilateral agreements and the associated stakeholder consultations to inform SA negotiating positions on North-South bi/trilateral cooperation agreements and partnerships. Ensure sound management, monitoring and reporting on the use

of multilateral and bilateral donor resources in line with sectoral priorities including supporting National Treasury negotiations on development cooperation agreements. Prepare reports on project portfolio. Conduct site visits of projects. Interact with internal stakeholders to ensure assistance is provided to National Treasury on projects. Facilitate mobilization of multilateral and bilateral donor resources

**ENQUIRIES
FOR ATTENTION**

: Ms S. Parker Tel: 012 399 9303
: Ms M. van Schalkwyk

POST 01/04

: **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: COO16/2016**

**SALARY
CENTRE
REQUIREMENTS**

: R311 784 per annum (Total package of R439 078 per annum/ conditions apply)
: Pretoria
: Applicants must be in a possession of an appropriate three year Bachelor's Degree / National Diploma/ equivalent qualification plus relevant experience OR a Senior Certificate plus extensive relevant experience; Candidates should have proven supervisory skills; good planning, organizational and communications skills; knowledge of relevant legislation, policies and procedures will be an added advantage.

DUTIES

: Management of Logistical Services. Ensuring that service calls are logged, responded to and analyzed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (Cleaning and hygiene, pest control, waste management, gardens and grounds) for offices occupied by DEA. Manage document reproduction; and switchboard services, Management of internal telecommunication and food aid services.

**ENQUIRIES
FOR ATTENTION**

: Ms B Mampshika Tel: (012) 399 - 8516
: Ms K. Selemela