

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS***The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Forwarded for the 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** : 20 February 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies (not older than three months) of qualifications, ID document and a driver's license (where indicated) 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 this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. 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 06/26** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI LEGAL SUPPORT**  
**REF NO: LACE10/2016**
- SALARY** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized LLB degree or relevant equivalent qualification, Knowledge of environmental, administrative, criminal and constitutional law and procedures. Extensive relevant experience in the research, analysis and application of legislation, the provision of legal advice and the development of policies and procedures related to law enforcement activities (experience related to the enforcement of environmental legislation will be an added advantage). Excellent written and verbal communication skills, particularly in the analysis of and provision of legal advice on the application of environmental law. Ability to interact with a wide range of stakeholders; as well as an understanding of intergovernmental relations and co-operative governance. Ability to be pro-active and think independently. Ability to apply legal principles to practical compliance and enforcement scenarios. Strategic, analytical, problem-solving and negotiation skills. Computer literacy and the ability to access legal information resources. Customer focus and responsiveness. A high level of personal accountability and attention to detail.
- DUTIES** : Analyse and interpret environmental legislation, civil and criminal court judgements, and other related legal resources; provide legal support and advice to promote effective compliance and enforcement actions by the Environmental Management Inspectorate in the event of non-compliance with national environmental legislation; assess, develop and update appropriate legislation policies, procedures and information resources in support of the Environmental Management Inspectorate; provide input into draft environmental legislation with compliance and enforcement impacts; and to provide support to capacity-building programmes of the Environmental Management Inspectorate.
- ENQUIRIES** : Mr M Jardine Tel no: 012 399 9497
- FOR ATTENTION** : Mr R Mashele
- POST 06/27** : **RECORDS ADMINISTRATIVE OFFICER REF NO: COO17/2016**
- SALARY** : R211 194 per annum (Total package of R313 429 per annum/ conditions apply)
- CENTRE** : Pretoria

**REQUIREMENTS**

: A National Diploma in Public Administration/equivalent relevant qualification plus appropriate experience OR Senior Certificate plus extensive relevant experience. Sound organising, planning, communication (written and verbal) and computer literacy skills. Knowledge of National Archives act, Promotion of access to Information, disposal of records, Ability to work under pressure, to work with difficult persons and to solve problems, have a sense of responsibility and loyalty, and be initiative and creative.

**DUTIES**

: Open and close personnel and general files when required. Coordination of file plan input. Complete control sheets, file document numerically and open control cards. Prepare files for scanning. Records and transfer files. Ensure the control card is completed, signed and retained in the Registry. Archive files. Ensure that all incoming mail are recorded in the relevant registers. Ensure mail is franked and price recorded on franking register. Ensure that all courier services is recorded and sent to reception for collection and manage the courier payments. Receive enquiries from customers, acknowledge and give feedback to customer. Supervise Registry Personnel.

**ENQUIRIES**

: Ms R Mogoto, Tel no: (012) 399 8619

**FOR ATTENTION**

: Mr. G. Nkosi