

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

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

- APPLICATIONS** : Forwarded to Director-General: Department of Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Cape Town posts to be forwarded to 14 Loop Street, Cape Town, 8000 or hand-delivered Attention:
- FOR ATTENTION** : Human Resource Management.
- CLOSING DATE** : 27 February 2017
- NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License 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. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. 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. 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. 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 POST**

- POST 07/38** : **DEPUTY DIRECTOR: OFFICE SUPPORT SERVICES REF NO: (COO18/2016)**
- SALARY** : R612 822 per annum (All inclusive MMS package)
- CENTRE** : Cape Town
- REQUIREMENTS** : Applicants must be in a possession of a three year Bachelor's Degree / National Diploma in Public Management / Administration / equivalent relevant qualification plus administrative experience OR Grade 12 Certificate plus extensive administrative experience. Good coordination, organizational, planning, communication (written and spoken) and report writing skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work independently, in a team and under extreme pressure, lead multidisciplinary team. Sound knowledge of administrative procedures, financial management, project management, HR Practices & Electronic Document Management System (EDMS), language editing formats & quality control mechanisms meeting procedures & minute taking
- DUTIES** : Ensure that the appropriate service is in place and assess the needs for new accommodation, facilities, auxiliary services, security services as well as records and registry, including messenger services. Prepare accommodation needs assessment and recommendations. Conduct inspections of services rendered by subordinate staff. Scrutinize payment documents in terms of services rendered to the Department. Provide training to internal clients and subordinate staff. Liaise with service providers. Ensure that services are in place as required by the DEA offices in Cape Town. Report on activities including monthly statistics of services required and rendered by service providers, including any discrepancies and unauthorized expenditure. Conduct inspections of all official accommodation, facilities, auxiliary services, security services as well as records and registry including messenger services and make recommendations of findings.
- ENQUIRIES** : Mr N Daniels; Tel no: (021) 814 8035