

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

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 appointed to this position 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. 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 14/01 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY IMPROVEMENT PROGRAM REF NO: CCAQ08/2016**

SALARY : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A three-year appropriate Bachelor's degree/ National Diploma or equivalent qualification in the Environmental Management and/or Sciences and/or Engineering. Experience in the area of air quality management and/or industrial process management. Knowledge of intergovernmental coordination and cooperation. Knowledge of Government's standard administrative procedures. Project planning and budgeting methodologies. Ability to translate complex technical information into a form that is accessible to various stakeholders. Ability to interpret and apply policies and standard procedures. Ability to work in a multi-skilled team. Ability to gather and analyse information. Ability to work under pressure.

DUTIES : Give support to the Chief Directorate's Air Quality Management related Projects. Manage and influence other authorities to incorporate air quality improvement initiative to non-industrial sectors. Manage and provide support to the coordination and influencing of Metropolitan officials toward implementation of interventions for improving Metropolitan areas air quality. Manage and perform the reviewing and auditing of the non-industrial and sector emission management programs. Manage the identification of problems from non-industrial sources and support the development and implementation of solutions.

ENQUIRIES : Mr V Senene Tel no: (012) 399 9217
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

FOR ATTENTION : Ms M. van Schalwyk
CLOSING DATE : 18 April 2017

POST 14/02 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA PLANNING REF NO: CCAQ09/2016**

SALARY : R409 989 per annum (Total Package of R554 633 per annum)
CENTRE : Pretoria
REQUIREMENTS : three-year appropriate Bachelor's degree/ National Diploma or equivalent qualification in natural sciences and/or environmental management. Clear understanding of air quality issues facing the country and possible management options. Ability to compile comprehensive emission inventories for various sources of air pollution. Experience in or an advanced knowledge of the implementation of environmental legislation particularly knowledge of the National Environmental

Management Air Quality Act 39 of 2004, (AQA). Ability to undertake multidisciplinary research and analyse research findings. Good organizational, communication, interpersonal and administrative skills. Good verbal and written communication; and report writing skills.

DUTIES : The incumbent will assist in carrying out the following key performance areas: Priority Area Identification in terms of AQA, Development and review of Priority Area Air Quality Management Plans, Priority Area management Reporting and Support to Provincial Departments. Be responsible for the sourcing and compilation of emissions inventories, compilation and mapping of relevant quantitative and qualitative data, analysis of data, compilation of technical and policy reports, review and revise the current plans and reports, coordination of stakeholder meetings and making presentations to stakeholders among other things.

ENQUIRIES : Ms. R Marowe Tel no: (012) 399 9207
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

FOR ATTENTION : Ms M. van Schalwyk
CLOSING DATE : 18 April 2017

POST 14/03 : **CONTROL ENVIRONMENTAL OFFICER GRADE A-INTEGRATED ENVIRONMENTAL AUTHORISATIONS: EIA SYSTEMS, TOOLS & CIPS CO-ORDINATION REF NO: LACE12/2016**

SALARY : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : Appropriate recognised three year degree in Environmental Management field or Natural Science or relevant qualification; advanced computer literacy skills and relevant experience, Knowledge and experience of National Environmental Management Act, as amended, in particular Section 24; Knowledge and experience in the administration and implementation of EIA Regulations; working experience in the administration and review of EIA applications will serve as an added advantage. Attendance of environmental management EIA courses and GIS skills will serve as an advantage; computer skills; good communication skills; problem solving and strategic thinker; ability to work individually and in a team; ability to work under pressure without supervision and multi-task; applicant must be willing to travel; and a have valid driver's licence. Incumbent will be expected to supervise a team.

DUTIES : Assist in the development, management and implementation of EIA Administration systems and tools (including NEAS, EDMS, CIPS, EIA databases and templates); compilation and provision of statistics and performance reports for the Chief Directorate: Integrated Environmental Authorisations; Respond to internal and external queries; Provide input into the development and amendment to environmentally related legislation and policies; Develop new and amend existing Standard Operating Procedures; Assist in the coordination of activities between the directorates that report to the Chief-Director: IEA, Implementation of approved systems, tools and standard operating procedures related to environmental impact management; Internal and external liaisons regarding EIA application (communication with clients and stakeholders); assist in the provision of advice and draft responses to senior management on all enquiries, including, but not limited to parliamentary questions, media queries and PAIA responses related to EIA applications; Manage and report on EIA administrative functions. Manage the incoming and outgoing documents related to EIA applications.

ENQUIRIES : Ms K. Masinga Tel no: (012) 399 8768
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

FOR ATTENTION : Ms M. van Schalwyk
CLOSING DATE : 18 April 2017

POST 14/04 : **ASSISTANT DIRECTOR: NRM REF NO: EP9014/2016**

SALARY : R389 145 per annum (Total Package R529 343 pa/ conditions apply)
CENTRE : Free State
REQUIREMENTS : A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. Appropriate experience in Natural Resource Management field and

EPWP. Administrative procedures, financial management, project management and programme management. Personnel management. Sound organizing and planning. Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Experience in supervising and managing. Computer literacy. Problem solving/conflict management. Valid drivers' licence Numerical and literacy.

DUTIES : Provide project planning management and implementation. Hectares of land treated, bush encroachment planned for and deal with restoration and other integrated approaches. Social development and training person days planned for and budgeted for in the Annual Plans of Operations (APO). Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Sufficient allocation for all projects provided. Budget utilized accordingly as per plans approved. Ensure accountability by all staff through reporting. Provide effective Advocacy and Liaison. Engage other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder on Developing a Business Plan. Effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the Management Area, examine projects and ensure compliance with relevant legislative framework. Ensure compliance of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to norms and standards, compliance to report generation and reporting and compliance to EPWP targets.

ENQUIRIES : Ms M Moyo Tel no: (051) 430 4837
APPLICATIONS : Applications must be forwarded to Director-General: Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town.

FOR ATTENTION : Human Resource Management
CLOSING DATE : 24 April 2017

POST 14/05 : **CHIEF ACCOUNTING CLERK (INTERNAL CONTROL) REF NO: CFO08/2016**

SALARY : R211 194 per annum (Total salary package of R 313 429 p.a / conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate plus a minimum of three years' experience in a financial and internal control environment. PLUS the following key competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems - Skills: Advanced computer literacy, Time management skills Numeric and Analytical Organising, coordinating and planning skills - Communication: Good Verbal and written communication skills, Ability to communicate at all levels - Creativity: Ability to analyze financial reports. Problem solving. Ability to work independently and under pressure. Ability to negotiate. Report writing skills

DUTIES : Receive and record all sundry and Logis payments on a daily basis. Verify sundry and Logis payments before submitting to Creditors section for processing. Co-ordinate compliance of financial policies and procedures within the Chief Directorate: Budget and Financial Management. Compile reports on findings identified during pre-checking of payments. Any other duties as delegated by the CFO.

ENQUIRIES : Ms F Bowane Tel no: (012) 399 9097
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

FOR ATTENTION : Ms M. Seketa
CLOSING DATE : 18 April 2017

POST 14/06 : **SENIOR ACCOUNTING CLERK (INTERNAL CONTROL) REF NO: CFO09/2016**

SALARY : R171 069 per annum (Total salary package of R264 744 per annum / conditions apply)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification coupled with a minimum of one year appropriate experience in a financial and internal control environment. PLUS the following key competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems - Skills: Advanced

computer literacy, Time management skills Numeric and Analytical Organising, coordinating and planning skills - Communication: Good Verbal and written communication skills, Ability to communicate at all levels - Creativity: Ability to analyze financial reports. Problem solving. Ability to work independently and under pressure. Ability to negotiate. Report writing skills

DUTIES : Receive and record all sundry and Logis payments on a daily basis. Check and verify sundry and Logis payments before submitting to Creditors section for processing. Capture received payments on Excel spread sheet and submit to creditors section. Co-ordinate compliance of financial policies and procedures within the Chief Directorate: Budget and Financial Management.

ENQUIRIES : Ms F Bowane Tel no: (012) 399 9097
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

FOR ATTENTION : Ms M. Seketa
CLOSING DATE : 18 April 2017

POST 14/07 : **SENIOR ACCOUNTING CLERK: SALARIES AND PAYROLL REF NO: CFO10/2016**

SALARY : R171 069 per annum (Total salary package of R264 744 p.a/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent qualification plus a minimum of one year relevant experience. Candidate must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills in Government Finance/ Financial Management, Numeracy, Accounting, Computer literacy and Accuracy. Good knowledge of Basic Accounting System (BAS), PERSAL, Treasury Regulations, Public Finance Management Act.

DUTIES : Administration of salaries. Safe keeping of documents. Administration of payroll reports. Processing of BAS payments and journals. Clearing of suspense accounts. Filing of processed documents.

ENQUIRIES : Ms C Magagane Tel no: (012) 399 9104
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

FOR ATTENTION : Ms M. Seketa
CLOSING DATE : 18 April 2017