

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

<u>CLOSING DATE</u>	:	24 April 2017
<u>NOTE</u>	:	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 . 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 POSTS

<u>POST 15/04</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: ENFORCEMENT REF NO: LACE 11/2017</u>
<u>SALARY</u>	:	R409 989 per annum (all inclusive total package of R554 633)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A recognized Diploma or Degree in Natural Science, Environmental Management or equivalent qualification, Experience and knowledge of institutional arrangements and legal regime pertaining to coastal management • Knowledge and understanding of the functioning of coastal ecosystems and impacts of human activity on those systems, Knowledge and understanding of criminal and administrative enforcement, Knowledge of Integrated Coastal Management Act and related regulations, their implementation and enforcement, Understanding of the environmental law and the environmental compliance and enforcement management system; Ability to link technical and legal aspects related to environmental compliance issues; Knowledge of government administration and financial procedures, Ability to develop and apply policies, Good communication skills (both verbal and report writing) with experience in stakeholder engagement, Sound organising and planning skills; Computer literacy; Analytical skills; Project management skills, Possession of a valid driver's license and the ability and willingness to travel and work long hours where necessary.
<u>DUTIES</u>	:	Undertaking administrative enforcement processes in response to detected non-compliance related to illegal developments, illegal coastal discharges, coastal access and pollution within oceans and coastal environment. Carrying out the function of Enforcement of Oceans & Coasts-related legislation in relation to driving in a coastal environment, illegal fishing activities within Marine Protected Areas, non-compliance by Boat Based Whale Watching and Shark Cage Diving Operators. Attend to tip-offs and complaints that require enforcement action. Initiate preliminary investigations in relation to criminal and administrative enforcement action. Liaise with line management and Legal Services and facilitate the prosecution of transgressors. Processing of NEM: ICM complaints utilizing the National Compliance and Enforcement Information System (NECEIS). Prepare and draft presentations in line with identified gaps in terms of enforcement of ICM Act and ORV regulations. Plan, coordinate and oversee the execution of Enforcement operations targeting identified priority sectors with relevant

enforcement stakeholders (Coastal Provinces, Agencies, DWS, SAPS, DMR). Prepare joint operations plans. Develop, maintain and improve collaborative relationships with key stakeholders relating to the enforcement of NEM: ICM, NEM: BA (marine species) and NEM: PAA (MPAs). Assist in coordinating joint compliance and enforcement interventions under Marine Protection and Governance LAB of Operation Phakisa.

ENQUIRIES : Mr M Dlulane Tel no: (021) 814 8055
APPLICATIONS : The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town.
FOR ATTENTION : Human Resources

POST 15/05 : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: COO01/2017**

SALARY : R262 272 per annum (Total package of R379 003 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Occupational Health and Safety/ equivalent relevant qualification plus relevant experience OR Grade 12 plus extensive relevant experience. Knowledge of Occupational Health and Safety Acts, ISO standard, SAMTRAC, NOSA standard, COIDA and IOD, financial management, project management, administrative processes and procedures. Willingness to work irregular hours when required.

DUTIES : Coordinate, monitor, organize and plan inspection activities; Ensure and enforce implementation of Occupational Health and Safety Act and Regulations within the Department; Provide technical advice to the Department of Public Works; Liaise with the Department of Labour and other stakeholders for advice, assistance and information pertaining to OHS matters in the Department; Ensure workplaces are accessible to people with disabilities. Carry out building inspections according to building regulations, standards, directives and policies of the Department; Develop, coordinate and implement occupational health and safety education and training to enable preparedness for hazards and risks; Provide statistics regarding safety inspections, health and safety incidents.

ENQUIRIES : Ms CE Radebe Tel no: (012) 399 8522
APPLICATIONS : 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.

FOR ATTENTION : Ms M. van Schalkwyk

POST 15/06 : **STATE ACCOUNTANT: SALARIES AND PAYROLL REF NO: CFO11/2016**

SALARY : R211 194 per annum (Total salary package of R 313 429 p.a / conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor's Degree/ National Diploma in Accounting/ Financial Management with relevant experience or Grade 12 with extensive relevant experience plus thorough knowledge of financial accounting. Exposure in the fields of salaries and tax will be an advantage. Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills. Candidate must have sound knowledge of the PERSAL system and Basic Accounting System (BAS). Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy. Good knowledge of Treasury Regulations and Public Finance Management Act. Self-starter, able to work independently without compromising team results. Valid Code 08 driver's license.

DUTIES : Key Performance Areas: Administration of Salaries; Reconciliation of Tax, Reconciliation of salary related suspense account, clearing of persal exceptions, Capturing of BAS transactions and journals. Handling of all salary related queries

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

FOR ATTENTION : Ms M Seketa