

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- APPLICATIONS** : Applications must be forwarded to 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 Cape Town Posts should be forwarded to Private Bag X4390, Cape Town, 8000 or be hand-delivered to 14 Loop Street, Cape Town, 8000.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 12 June 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. 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.

MANAGEMENT ECHELON

- POST 20/07** : **DIRECTOR: IEA CO-ORDINATION, STRATEGIC PLANNING AND SUPPORT**
REF NO: LACE01/2017
- SALARY** : All inclusive remuneration package of R 898 743 per annum. All-inclusive package of R 898 743 per annum. The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree in Environmental Management, Environmental Sciences, and Engineering at NQF level 7. Extensive relevant experience, of which a minimum of 5 years' is at a middle/ senior management level. Extensive experience in reviewing, processing and management of Environmental Impact Management applications. Knowledge of government planning cycle, strategic planning and budgeting process. Sound knowledge of the National Environmental Management Act (NEMA) and its related EIA Regulations as well as some sense of compliance and enforcement requirements. Working knowledge of Human Resource Management practices, the Public Finance Management Act, legal issues, negotiations and conflict management skills. An innovative and creative person with proven leadership skills and good analytical, communications and managerial experience. Ability to develop interpret and apply policies, strategies and legislation. Strategic thinker with the ability to work under pressure. Good understanding of government and its functions in terms of environmental impact management (EIM).

DUTIES : Administer the environmental authorisation function in terms of NEMA, related to all NEMA Section 24G applications, Integrated Permitting System as well deliver on all cross-cutting or transversal issues relevant to the Chief Directorate. Interface with all Infrastructure and Sector based projects from policy and strategy development to its implementation. Administer Integrated Permitting System (IPS) as well as NEMA Section 24G applications. Implement and promote integrated environmental decision making. Implement the Coordinated Integrated Permitting System (CIPS) and contribute to development of Integrated Environmental Management (IEM) tools as well as the overall promotion of sustainable development. Respond to impromptu requests to review other development applications received detached from IPS and S24G applications. In addition the candidate will be responsible for all managerial aspects of the Directorate, including but not limited to finances, Human Resource Management, business planning, asset management, work distribution, system development, management of staff performance, projects management, and ensuring that the Department meets its review timeframes through the equitable distribution of the work.

ENQUIRIES FOR ATTENTION : Mr S. Malaza Tel: (012) 399 8792
: Human Resource Management

OTHER POSTS

POST 20/08 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: COO03/2017**

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All inclusive remuneration package)
: Pretoria
: An appropriate three-year Bachelor's degree or National Diploma (NQF 6) in Labour Relations/Law, Human Resources Management plus extensive experience in Employee Relations management. Extensive experience and skills in handling complaints, disciplinary hearings and grievances. Experience in representing employer in dispute resolution forums and Departmental Bargaining Chamber. Knowledge and understanding of Public Service Legal Framework. Understanding of Basic Financial Management, negotiation, good communication (verbal and legal written), interpersonal relations, policy development, managerial and project management skills. The ability to think strategically and creatively.

DUTIES : Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Oversee and monitor the implementation of the Public Service disciplinary and grievance procedures. Facilitate and manage the resolution of disputes in the Department. Monitor and evaluate labour relations trends in the department. Ensure training and advocacy on labour related matters. Render advisory services to Management and employees on dispute prevention, resolution and bargaining matters. Facilitate and represent the department at the Departmental Bargaining Chamber. Ensure compliance with relevant legislation and regulatory requirements. Manage the overall performance of the sub-directorate.

ENQUIRIES FOR ATTENTION : Ms I Qaqane, Tel: (012) 399 8850
: Vusumuzi Blose

POST 20/09 : **ASSISTANT DIRECTOR: INTERNAL AND EXTERNAL COMMUNICATIONS REF NO: COO02/2017**

SALARY CENTRE REQUIREMENTS : R289 761 per annum (Total salary package of R404 917 per annum/ conditions apply)
: Cape Town
: A three year Degree/Diploma in Communication or equivalent qualification. Extensive experience in Communications or related field. Extensive administrative experience. Knowledge of Hierarchy and management structure of the department. Experience in Language editing formats and quality control mechanisms meeting procedures & minute taking. Journalism background. Skills & competencies: Coordination skills; Organisational and planning; Communication skills (written and spoken). Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organisational skills. A Valid driver's license is a necessity.

DUTIES

: Provide external communications support; Prepare and disseminate media statements/media alerts. Provide internal communications support; Conduct media monitoring and analysis; Provide general communication support

ENQUIRIES

: Ms Z Nqayi; Tel: (021) 814 8088

FOR ATTENTION

: Human Resource Management