

**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 ATTENTION NOTE** : Ms M. van Schalkwyk  
: 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.
- AMMENDMENT** : Kindly note that the salary of the post of Assistant Director: Internal and External Communications (Ref No. COO02/2017) is R334 545 per annum (Total salary package of R470 775 per annum/ conditions apply) and not R289 761 per annum (Total salary package of R404 917 per annum/ conditions apply) as placed on the Public Service Vacancy Circular 20 of 2017. The enquiry person is Mr Z Nqayi and not Ms Z Nqayi. The closing date has been extended to 19 June 2017.
- MANAGEMENT ECHELON**
- POST 21/18** : **DIRECTOR: CLIMATE CHANGE MONITORING & EVALUATION MITIGATIONS & EMISSIONS REF NO: CCAQ02/2017**
- SALARY** : 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 REQUIREMENTS** : Pretoria  
: A Bachelor's Degree in Natural Sciences /Physical Sciences/ Environmental Management (at NQF 07) or equivalent relevant qualification. Relevant post-graduate qualification will be an added advantage. Minimum of five years' experience at a middle/ senior management level. Knowledge of climate change related governance issues (globally, regionally, and locally). Proven competence in the area of stakeholder management. Specialist knowledge of the latest available tools and methodological guidance to undertake the quantification of effect of mitigation actions. Ability to develop, interpret and apply policies, strategies and legislation. Ability to leverage internal and external resources to consistently deliver quality products. Ability to control and manage the budget of the directorate. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Perform in-house training for subordinates.
- DUTIES** : Lead the development, implementation, establishment and continuous upgrading of the national climate change monitoring and evaluation system as an authority

and a leading source on South Africa's climate change information. Lead the review of historical trends and analyse projected trends of national climate change mitigation actions. Lead the analyses and reporting of progress in the implementation and effects of key mitigation actions to South African and international audiences. Manage the establishment, co-ordination and maintenance of structures and networks that ensure effective information flows that enable the operationalization of the monitoring and evaluation of climate change mitigation actions. Provide assistance in the implementation of mitigation policies.

**ENQUIRIES** : Mr B. Mantlana; Tel: (012) 399 – 9148  
**CLOSING DATE** : 12 June 2017

**POST 21/19** : **DIRECTOR: CLIMATE CHANGE MONITORING & EVALUATION CHANGE INFORMATION REF NO: CCAQ03/2017**

**SALARY** : All-inclusive remuneration 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** : A Bachelor's Degree in Natural Sciences /Physical Sciences/ Environmental Management (at NQF 07) or equivalent relevant qualification. Relevant post-graduate qualification will be an added advantage. Minimum of five years' experience at a middle/ senior management level. Proven competence in the area of stakeholder management. Specialist knowledge of the latest available tools and methodological guidance to compile the GHG inventory report. Expertise in communication skills. Knowledge in climate change policy development and an awareness of SA and government's priorities in this regard. Ability to leverage internal and external resources to consistently deliver quality products. Specialist knowledge and skills to develop knowledge resources and products. Proven competence to manage and plan for activities, including projects and policy matters. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the budget of the directorate. Perform in-house training for subordinates.

**DUTIES** : Oversee the development, finalization and publication of the National Communication. Oversee the development, finalization and publication of the Biennial Update Report. Oversee the development, improvement, finalization and publication of national Greenhouse Gas Inventory Report. Oversee the implementation of the Greenhouse Gas related projects. Lead the design, development and publishing of the Climate Change Annual Report. Manage the knowledge function of the Chief Directorate.

**ENQUIRIES** : Mr B. Mantlana; Tel: (012) 399 – 9148  
**CLOSING DATE** : 12 June 2017

**POST 21/20** : **DIRECTOR: PROTECTED AREAS PLANNING LEGISLATION COMPLIANCE AND MONITORING REF NO: BC03/2017**

**SALARY** : All-inclusive remuneration 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** : A Bachelor's Degree in Natural Science/ Environmental Law (at NQF 07) or equivalent relevant qualification. Relevant post-graduate qualification will be an added advantage. Minimum of five years' experience at a middle/ senior management level. Proven strategic management, project management and leadership skills. Experience in policy development and implementation. Understanding of the Public Service policy framework knowledge of Public Finance Management Act (PFMA) and related treasury regulations. Interpersonal skills including problem solving skills, conflict resolution and negotiation skills. Human resource management skills. Ability to work under pressure and minimal supervision. Computer literacy and analytical skills. A valid code 8 or B drivers licence.

**DUTIES** : Development of policy and legislation relating to protected areas Development and implementation of legislation and associated regulatory tools. Development

and review of strategies and plans for expansion of the protected areas. Effective consolidation and expansion of the protected area estate as well as maintenance of an information system for protected areas. Development and implementation of a performance management system for protected areas. Oversight of South African National Parks and other relevant management authorities.

**ENQUIRIES** : Ms S Mancotywa, Tel: (012) 399 9513  
**CLOSING DATE** : 12 June 2017

**POST 21/21** : **DIRECTOR: ENVIRONMENTAL PROGRAMME: PROJECTS INFORMATION MANAGEMENT & SYSTEMS REF NO: EP01/2017**

**SALARY** : All inclusive remuneration 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 Computer Science, Information Systems, Information Management Science a related field at NQF level 7. Extensive relevant experience, of which a minimum of 5 years' is at a middle/senior management level. Appropriate experience in IT solutions, which includes web-based application maintenance, project management and database management. Expert level of computer competency and experience in system development, maintenance and support is essential. Knowledge of and experience in records management, contract management and administration procedures. Knowledge of Public Service and Departmental procedures and prescripts. Ability to collect and interpret information and reports. Furthermore, the candidate should possess the following skills: analytical, problem solving, conceptual, process design, strategic and leadership skills, human resources management experience. Ability to work under pressure and long hours and travel from time to time.

**DUTIES** : The successful candidate will provide overall and leadership to the Directorate: Projects Information Management & Systems and perform the following functions: provide knowledge management services on all projects funded through the Environmental Programmes branch. Provide effective information and record management services for the branch. Manage the development, continuous enhancement and support of the web-based project management systems of the branch. Develop and continuous review the systems user manual, technical and systems support to national and provincial users including user training. Liaise on with service providers and contract management for various services related to the systems. Provide support in terms of Expanded Public Works Programme reporting. Manage the budget, personnel and overall performance of the directorate.

**ENQUIRIES** : Ms M. Skosana: Tel: (012) 399 9708  
**CLOSING DATE** : 12 June 2017

#### **OTHER POSTS**

**POST 21/22** : **LEGAL ADMINISTRATIVE OFFICER (MR5): CORPORATE LEGAL SUPPORT REF NO: LACE02/2017**

**SALARY** : Minimum R331 692 - Maximum R818 301 (Conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : An LLB degree or equivalent relevant qualification coupled with 8 years post-graduation experience in the provision of legal services. The ability to negotiate and draft contracts and international instruments. Knowledge of PAIA, PAJA and the Constitution is essential. Ability to interpret provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Good verbal and written communication and negotiation skills are essential as well as a valid Driver's License.

**DUTIES** : Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; Advice on the drafting and vetting of contracts and international instruments; Provide strategic legal support to the Department; ensure compliance with PAIA and PAJA; and Provide legal education to Departmental officials.

**ENQUIRIES** : Ms M. Mmola Tel: (012) 399 9339  
**CLOSING DATE** : 19 June 2017

**POST 21/23** : **SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: COO05/2017**

**SALARY** : R281 418 per annum (Total salary package of R406 314 per annum/ conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A three year Degree/ National Diploma in Public Administration/ Management or equivalent relevant qualification plus relevant experience OR Senior Certificate plus extensive relevant experience. Candidate should have sound knowledge of facilities management. Good planning, organising and communication skills. Knowledge of relevant legislation, policies and procedures will be an advantage. Candidates should also demonstrate familiarity with the Occupational Health and Safety Act, 84/ 1993 as amended.

**DUTIES** : Oversee soft services such as cleaning, hygiene service and pests control in Head Office. Administration of small work and space audit in Head Office. Oversee and ensure compliance to schedule 5 part B in terms of soft services in Head Office. Oversee food aid services.

**ENQUIRIES** : Ms B Mampshika; Tel: (012) 399 – 8516

**CLOSING DATE** : 19 June 2017