

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

- 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** : 07 August 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 REF NO checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. 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

- POST 29/13** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: REACTIVE INSPECTION (COMPLIANCE ENVIRONMENTAL IMPACT POLLUTION) REF NO: LACE07/2017**
- SALARY** : R439 917 per annum (Total package of R598 626 per annum/ conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3 year Bachelor's degree / National Diploma or equivalent qualification in Environmental Management, Natural or Physical Sciences, Engineering, or related field. Knowledge and experience in conducting environmental audits/ compliance inspections. Proven report writing and excellent communications skills. At least 4 years working experience with National Environmental Management Act (NEMA) and related Specific Environmental Management Acts (SEMA's). Knowledge of government standard administrative procedure and policies. Training as an Environmental Management Inspector will be an added advantage. The following skills are recommended: Leadership, project management, good interpersonal relationship, co-ordination of inspections, communication and analytical thinking and computer skills. A valid driver's license.
- DUTIES** : Planning and conducting environmental inspections for prioritised activities/facilities as well as Departmental issued Environmental Authorisations and Waste management licenses. Responding to environmental complaints and NEMA section 30 incidents. Generating inspection reports and determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Records management; and Provide support to all the Compliance and Enforcement projects.
- ENQUIRIES** : Mr J Mofokeng Tel no: (012) 399 9436
- FOR ATTENTION** : Mr R Mashele

POST 29/14 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: CFO03/2017**

SALARY : R334 545 per annum (Total Package of R470 775 per annum)

CENTRE : Pretoria

REQUIREMENTS : An appropriate 3 year Bachelor's Degree/National Diploma in Logistics/ Supply Chain Management or equivalent relevant qualification. A minimum of three years' experience in Supply Chain Management under Demand Management. A relevant post graduate qualification will be added advantage, good understanding of Supply Chains Management procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Knowledge of Database system, Demand Management, acquisition and business practices. Ability to maintain Database management systems and controls, Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer database of the Department. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

DUTIES : Facilitate the implementation of the Departmental Procurement Plans; Oversee correct identification and development of sourcing strategies in line with SCM in order ensure economies of scale; Assess and verify the demand management plan; Administer an effective and Efficient Demand Management; Ensure the consolidation of the procurement plans into Demand Management plan in line with strategic plan of the department., Implement Bid Specifications administration, Serve as a technical advisor in the BSC meetings; Manage administration of Central Supplier Database; Monitor and review chief user's activities on the service provider database; Ensure that BEE certificates are properly verified by SANAS accredited agencies; Ensuring the validation of tax Clearance Certificate with SARS; Maintain the Database's User profiles; Ensuring the validation of tax Clearance Certificate with SARS; Provide training and Database awareness to the Chief Users.

ENQUIRIES : Ms G Seshweni, Tel no: (012) 399-9058