

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. No faxed, e-mailed and late applications will be considered.
- FOR ATTENTION** : Mr I Lesthedi
- CLOSING DATE** : 12 February 2018
- NOTE** : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. 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. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed) the department reserves the right not to make an appointment. No faxed, e-mailed 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 04/18** : **CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT (COO09/2017)**
- SALARY** : All-inclusive annual remuneration package of R1 127 334. 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 undergraduate qualification in Human Resource Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Minimum of 5 years of experience at senior managerial level. Relevant and extensive work experience in the complete range of Human Resources functions. Knowledge and understanding of Human Resource legislation and regulatory frameworks. Proven strategic management and leadership skills. People management skills. Change management skills. Experience and skills in policy development and implementation. Financial management skills. Good communication skills (verbal and written). Good interpersonal, co-ordination and stakeholder liaison skills.
- DUTIES** : The successful candidate will provide overall strategic direction and leadership to the Chief Directorate: Human Capital Management and perform the following key functions. Provide an effective and comprehensive strategic Human Resources support service to the Department. Ensure the development and implementation of an HR plan/strategy for the Department. Ensure the effective implementation and co-ordination of the Department's transformation priorities (employment equity, gender, disability, youth and children's programmes). Oversee the development and implementation of

appropriate Human Resource policies and procedures. Maintain and enhance an effective employee performance management and employee relations systems and processes. Ensure the development and implementation of effective talent recruitment and retention strategies. Oversee training and development for the Department. Manage organisational development processes.

ENQUIRIES

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Mr Gerald Ntshane (012) 399 8628

POST 04/19

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DIRECTOR: ADMINISTRATION AND COORDINATION – OFFICE OF THE CHIEF OPERATING OFFICER (COO11/2017)

SALARY

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Remuneration package of R948 174. per annum. The all-inclusive remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs

CENTRE

:

Pretoria

REQUIREMENTS

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An undergraduate qualification in Business Management and Administration, Public Administration/Public Relations (NQF level 7) as recognised by SAQA or equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Minimum of 5 years of experience at middle/senior managerial level. Strategic management and leadership skills. Good organisational and administrative skills. Good experience in project management. Good coordination and planning skills. Financial management skills and knowledge of the Public Finance Management Act and Treasury Regulations Good communication skills (verbal and written skills). Good interpersonal and stakeholder liaison skills.

DUTIES

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The successful candidate will provide overall strategic direction and leadership to the Office of the Chief Operating Officer. Perform the following key functions: Provide high-level executive/strategic support to the Chief Operating Officer. Oversee effective management of the COO's diary and alignment with the business plan. Provide secretariat support to the COO's meeting. Develop and maintain a correspondence and records management system for the office. Manage cabinet and parliamentary matters. Assist the COO in monitoring the implementation of executive/top management decisions. Assist with strategic and business planning processes for the Branch. Assist the COO on Branch performance management and reporting matters. Manage staff in the Office of the COO.

ENQUIRIES

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Mr Gerald Ntshane (012) 399 8628