

**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** : Ms M Seketa
- CLOSING DATE** : 23 April 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.

**OTHER POST**

- POST 14/05** : **PROJECT OFFICER: UNDP/GEF GLOBAL ABS PROJECT (24 MONTHS CONTRACT). (REF NO: BC06/2017)**
- SALARY** : R226 611 per.annum (plus 37% lieu of benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year Bachelor's degree/National Diploma in Natural Sciences/ Project Management or any equivalent qualification. Experience in or knowledge of biodiversity conservation, sustainable utilisation of biological resources and benefit sharing arising from the utilisation of the indigenous biological resources and related laws and policies. Ability to perform broad range of administrative activities. Good knowledge and experience in stakeholder consultations. Good organizational and planning, verbal and written communication and interpersonal as well as ability write strong technical reports. Project Management skills.
- DUTIES** : Coordinate training, capacity building and awareness raising campaign on the national ABS laws, application procedures and ABS issues with targeted stakeholders. Oversee and ensure timely preparation and submission of the project progress reports, technical reports and deliverables. Coordinate meetings with stakeholders to support the implementation of project activities. Facilitate administrative and technical backstopping in the implementation of UNEP/GEF Global ABS Project. Coordinate and prepare updated ABS information to be populated in the relevant portal and websites.
- ENQUIRIES** : Ms Lactitia Tshitwamulomoni (012) 399 9611