

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- 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** : Human Resource Management
- CLOSING DATE** : 23 July 2018
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document 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. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 27/05** : **CHIEF DIRECTOR: FACILITIES MANAGEMENT REF NO: (COO02/2018)**
- SALARY** : Remuneration package of R1 127 334 per annum (all-inclusive salary package). The remuneration 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** : Bachelor's Degree / Advanced Diploma in Environmental / Public Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. Minimum of 5 years of experience at senior managerial level. Understanding of building management legislation and regulatory framework, security buildings management, security services, transport services, policy development, project management, transport policies and procedures, and Public Finance Management Act and Treasury Regulations. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, and to work individually and in team. Strategic planning management, leadership management, people management, change management skills. Sound research, analytical, organising, planning, presentation skills. Good communication (verbal and written), interpersonal, and coordination and stakeholder liaison skills.
- DUTIES** : The successful candidate will provide a strategic management of facilities, security, vetting and travel services to meet the operational and strategic needs of the department and perform the following key functions: Ensure that DEA security policy and directives are reviewed. Oversee the conducive and green working environment. Ensure that travel services are managed efficiently and effectively within the department. Oversee the implementation of the facilities management operations phase of the DEA new building.
- ENQUIRIES** : Mr Isaac Letshedi, Tel No: (012) 399 8641

<u>POST 27/06</u>	:	<u>SPECIALIST ADVISOR: CHEMICALS AND WASTE ECONOMY REF NO: (CWM01/2018)</u> (4 Year Contract)
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Bachelor degree in Science (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 of project management. Knowledge and understanding of Chemicals and Waste policies and related legislative frameworks. Knowledge and experience of national, provincial and local governance processes. Financial management skills, People management skills, Proven strategic management and leadership skills, Good communication skills, Good interpersonal, Coordination and stakeholder liaison skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage and analyse of initiatives within Operation Phakisa Chemicals and Waste Economy and oversee the specialist support of Delivery Unit. Perform the following key functions: Provide leadership and manage the specialist support to the Chemicals and Waste economy, Manage the implementation of the Chemicals and Waste Economy initiatives across the focus areas and Delivery Units, Analyse reports and identify issues for resolution and prioritise accordingly, Provide specialist support to Delivery Units, Monitor progress report weekly, Analyse and compile consolidated progress report for high level reporting at Chemicals and Waste Economy Ministerial meetings, Cluster meetings, Cabinet, MINTECH, MINMEC and other key stakeholders, Ensure good corporate governance and sound financial management.
<u>ENQUIRIES</u>	:	Ms J M Musekene; Tel No: (012) 399 9407
<u>POST 27/07</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: (COO01/2018)</u>
<u>SALARY</u>	:	Remuneration package of R948 174 per annum (all-inclusive salary package). The remuneration 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate qualification in Human Resource Management/ Public Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. Minimum of 5 years of experience at middle / senior managerial level. Understanding of the Human Resource Management legislation and regulatory framework, Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures, administrative procedures, project management, and personnel management. Sound research, analytical, organising, planning, and presentation skills. Good communication (verbal and written), interpersonal, coordination and stakeholder liaison skills.
<u>DUTIES</u>	:	The successful candidate will provide a strategic human resource management and administration service, implement and facilitate policy and processes on service benefits, conditions of service and remunerative allowances and perform the following key functions. Ensure that vacancy rate is reduced in the department. Oversee the development of job descriptions, grading of posts and alignment of the structure. Facilitate the development and implementation of the integrated HR plan. Manage and ensure the reduction of turnover rate in the department. Compliance with regulatory framework in respect of management of service benefits and condition.
<u>ENQUIRIES</u>	:	Mr Isaac Letshedi, Tel No: (012) 399 8641

OTHER POST

- POST 27/08** : **PROJECT COORDINATOR REF NO: (CWM02/2018)**
(4 Year Contract)
- SALARY** : All-inclusive package of R779 295 per annum. The package to be structured in accordance with the rules for MMS
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year Bachelor's degree /National Diploma in Project Management/ Business Management or equivalent relevant qualification. Extensive experience in project management. Sound organising and planning skills, Sound knowledge of government financial management prescripts and policies, Extensive experience in administration and financial management, Sound organising and planning skills, Good communication skills, Good interpersonal, Coordination and stakeholder management skills, Good analytical skills.
- DUTIES** : The successful candidate will coordinate the project implementation of Delivery Unit initiatives and facilitation of daily processes and functions of Delivery Unit: Chemicals and Waste Economy, by performing the following key functions: Provide project implementation support to the Delivery Unit management, Analyse all progress reports from Delivery Unit Implementers, Coordination of progress review meeting and syndications, Draft progress reports for high level reporting to DG and Inter-Ministerial Committee, Oversee and render project management support and coordinate day-to-day function and operations in the Delivery Unit, Coordinate the Delivery Unit financial planning process, Oversee the procurement process, Prepare monthly and quarterly expenditure report, Provide executive support on all Delivery Unit events.
- ENQUIRIES** : Ms J M Musekene; Tel No: (012) 399 9407