

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION**

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, The Department of Environment and Nature Conservation, Private Bag X6102, Kimberley 8301 or hand delivered to the Receptionist at 90 Long Street, Old Sasko Building, Kimberley.
- FOR ATTENTION** : Ms. BS Topkin
- CLOSING DATE** : 12 October 2018
- NOTE** : It is the Department's intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (24) months subject to the Compulsory Induction Programme. The Department reserves the right not to make appointment(s) to the advertised post(s).

**MANAGEMENT ECHELON**

- POST 39/246** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: HRM 01/09/2018**
- SALARY** : R1 005 063 per annum (S/L 13) (All inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage, A minimum of 5 years experience in a middle/senior managerial level in the Human Resource Management environment, preferably in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross / functional projects / teams, excellent coordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Experience in leading and managing transformation, change and diversity. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications is essential. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : As the Head of the Human Resource Management the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management functions. To develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the

department. To build capacity through Human Resource Development and Performance Management. To maintain and develop an appropriate labour relations environment and relationships with organised labour and other key role-players. To ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes for ensuring that the Department has adequate human resource capacity. To promote employee health and wellness in the department. To ensure a strategic HR planning and policy framework that supports the objectives of the department. To ensure the provision of HR support services in line with business requirements and departmental strategy.

**ENQUIRIES** : The Acting Head of Department: Mr. MH Ndzilili Tel No: (053) 807 7300  
**NOTE** : Please note that the short listed candidates will be subjected to the SMS competency assessment test and security vetting.

**POST 39/247** : **DIRECTOR: BIODIVERSITY MANAGEMENT REF NO: BIODIV 01/09/2018**

**SALARY** : R1 005 063 per annum (S/L 13) (All inclusive salary package)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Nature Conservation or Natural Sciences. A minimum of 5 years experience in a middle/senior managerial level. Sound knowledge of biodiversity conservation and experience in development of policies, implementation and compliance of biodiversity-related legislation is essential. Good managerial, organizational, planning, communication, interpersonal and administrative skills. Knowledge of financial management and HRM. Experience in or an advanced knowledge of the implementation of Convention on International trade in Endangered Species of Wild Fauna and Flora (CITES); Convention on Biodiversity (CBD), Convention on Ramsar Sites etc. and the National Environmental Management Act (NEMA). National Environmental Management: Protected Areas Act (NEMPAA) and its associated regulations. National Environmental Management: Biodiversity Act (NEMBA) and its associated regulations. National Environmental Management: Integrated Coastal Management Act (NEM: ICMA). Advanced knowledge of sustainable use of natural resources, alien and invasive species, threatened or protected species and CITES species. Sound knowledge of coastal management. The ability to manage/liaise and collaborate with different entities. A valid code B driver's license.

**DUTIES** : The successful candidate will be responsible for the management of the Biodiversity Management Directorate. He/ She will be responsible for the development, alignment and review of the Programme plans and budgets. Organising, supervision, allocation, utilization, care and or development of human, financial, technological, physical and logistical resources allocated to the Programme. Performance management, reporting and communication on the Programme. Overall operations as well as the implementation and monitoring of the Programme annual performance and operational plans. Development and implementation of policies, strategies, projects, programmes, procedures, practices and standards that facilitate effective and efficient performance and quality services by the Programm. Manage, guide and direct the provision of Conservation Services and Agencies as outlined in the Department's Annual Performance and Operational Plans Manage, guide and direct the different Sub-Programmes. Coordinating, supporting and guiding inter-governmental and inter-sectoral integration, cooperation and collaboration with particular reference to stewardships and the expansion of the conservation within the Northern Cape Province. Undertake coalface visits aimed at improving service delivery in the spirit of the Batho Pele Strategy and Khaedu Programme.

**ENQUIRIES** : The Acting Head of Department: Mr. MH Ndzilili Tel No: (053) 807 7300  
**NOTE** : Please note that the short listed candidates will be subjected to the SMS competency assessment test and security vetting.

#### OTHER POSTS

**POST 39/248** : **CONTROL ENVIRONMNETAL OFFICER GRADE A: ENVIRONMENTAL, POLICY, PLANNING AND COORDINATION REF NO: EPPC 01/09/2018**

**SALARY** : R468 513 per annum (OSD)  
**CENTRE** : Kimberley

**REQUIREMENTS** : Relevant Degree(s)/National Diploma (s) in Environmental Management and/or Natural Science. A minimum of three years experience in environmental management. A valid code B driver's licence. Job knowledge of intergovernmental relations, project management, sustainable spatial and development planning, Sustainable Development Goals, environmental challenges and possible solutions at local, national and international level. Integrated Environmental Management (IEM) process, national and provincial State of the Environment Report/Outlook. Environmental Implementation Plan and IDP Environmental Toolkit, environmental law and regulations [especially NEMA and Intergovernmental Relations Framework Act] and IEM Tools. Good computer skills. Sound interpersonal and communication (written and verbal), report writing, organizational, planning and supervisory skills. Writing and speaking any of the following languages will be an added advantage: Afrikaans, Tswana, Xhosa etc. Ability to apply analytical and innovative thinking to the planning, development and environmental processes.

**DUTIES** : Acceptance of responsibility to manage human resources, administration, planning, execution, monitoring and evaluation of activities and contribute to sound financial and budget management. Analyse District and Local Integrated Development Plans (IDPs) at municipal level for environmental content as per legislative requirement. Bring about intergovernmental coordination and ensure cooperative governance and integration of DENC plans, programmes, projects, tools and legislation into IDPs, spatial and other planning, monitoring and evaluation of documents. Participate in local, district and national government fora. Compile DENC Action Plan and update progress on all relevant environmental matters raised. Provide hands on support to all municipalities in the N. Cape with their IDPs and sector planning and monitoring. Compile and submit good quality reports related to cooperative governance, Environmental Implementation Plan, State of the Environment Outlook, Integrated Development Plans, Outcome 10, Programme of Action, and others.

**ENQUIRIES** : Ms. N van Olmen-Phillips Tel No: (053) 807 7300

**POST 39/249** : **CONTROL BIODIVERSITY OFFICER GRADE A: COASTAL MANAGEMENT REF NO: BIODIV 02/09/2018**

**SALARY** : R468 513 per annum (OSD)  
**CENTRE** : Springbok

**REQUIREMENTS** : Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Nature Conservation or Natural Sciences. A minimum 6 years' experience in the Biodiversity Field. Knowledge of and extensive working experience in the relevant field, especially coastal management. Sound interpersonal and good written and verbal communication skills. Computer literacy. A valid code B drivers license. Willingness to travel. Proven managerial and administrative experience and general human resource management as well as financial management skills.

**DUTIES** : Manage, administer and expand the Northern Cape provincial coastal committee and where appropriate establish and manage other coastal management forums. Provide comment, support and where applicable, implement coastal management legislation, the NEMA control of vehicles in the coastal zone regulations, the regulations promulgated in terms of the ECA and any relevant future acts and regulations promulgated in terms of the NEMA. Ensure the drafting, implementation, management and monitoring of programme documents such as the provincial state of the coast report and provincial coastal management programme. Co-ordinate the provincial coastal management education and public awareness campaign. Implement and manage the provincial sustainable coastal livelihoods programme and its associated development projects, including various coastal management initiatives.

**ENQUIRIES** : Mr. LC Abrahams Tel No: (053) 807 7300

**POST 39/250** : **RESERVE MANAGER: WITS AND NATURE RESERVE REF NO: CONS 01/09/2018**

**SALARY** : R468 513 per annum (OSD)  
**CENTRE** : Postmasburg

**REQUIREMENTS** : A National Diploma in Nature Conservation or equivalent qualification. A minimum of 6 years' experience in the Biodiversity Field. Reserve Management experience would be beneficial. A valid code B drivers license. Good computer skills. Sound interpersonal and communication (written and verbal), report writing, organizational, planning and

- supervisory skills. Ability to apply analytical and innovative thinking to the planning, development and environmental processes.
- DUTIES** : The incumbent will be responsible to: Manage the infrastructure on the reserve to ensure the functional utilisation, maintenance and development thereof and to preserve the biodiversity of the reserve to ensure the continued livelihood thereof which would include the development and maintenance of a management plan. Provide environmental education to promote environmental awareness. Manage risk and security aspects on the reserve. Manage internal and external relationships with all interested and affected stakeholders to the reserve. Perform and manage administrative and related functions. Acceptance of responsibility to manage human resources, administration, planning, execution, monitoring and evaluation of activities and contribute to sound financial and budget management.
- ENQUIRIES** : Mr. LC Abrahams Tel No: (053) 807 7300
- POST 39/251** : **ASSISTANT RESERVE MANAGER: OORLOGSKLOOF NATURE RESERVE REF NO: CONS 02/09/2018**
- SALARY** : R256 815 per annum (OSD)  
**CENTRE** : Nieuwoudtville  
**REQUIREMENTS** : A National Diploma in Nature Conservation or equivalent qualification, and a minimum of 0 to 2 years' experience in the Biodiversity Field. Reserve Management experience would be an added advantage. Good computer skills. A valid code B drivers license. Sound interpersonal and communication (written and verbal), report writing, organizational, planning skills. Ability to apply analytical and innovative thinking to the planning, development and environmental processes.
- DUTIES** : The incumbent will be responsible to assist the Reserve Manager with the infrastructure on the reserve. To ensure the functional utilisation, maintenance and development of the reserve. To preserve the biodiversity of the reserve to ensure the continued livelihood thereof which would include the development and maintenance of a management plan Provide environmental education and promote environmental awareness. Manage risk and security aspects on the reserve. Manage internal and external relationships with all interested and affected stakeholders to the reserve. Perform and manage administrative and related functions.
- ENQUIRIES** : Mr. LC Abrahams Tel No: (053) 807 7300
- POST 39/252** : **ENVIRONMENTAL OFFICER GRADE A: COMMUNICATION AND AWARENESS RAISING REF NO: EES 01/09/2018**
- SALARY** : R256 815 per annum (OSD)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification in the Natural Science or Education. At least 1 year experience in the field of Environmental Education and/or Education. Good communication skills, interpersonal skills, presentation skills and computer skills. A valid code B drivers license.
- DUTIES** : Implement environmental education programmes to assist with the integration of environmental education into formal education structures. Identify, conduct and facilitate environmental awareness campaigns for the general public and relevant stakeholders. Facilitate/conduct the celebration of international and national environmental days. Assist with the development and implementation of environmental programmes to the youth. Assist with the development and distribution of resource and learning material. Foster working relationships with other government departments and relevant stakeholders to promote environmental education and awareness. Perform administrative and relevant related functions.
- ENQUIRIES** : Mr. LC Abrahams Tel No: (053) 807 7300
- POST 39/253** : **PERSONAL ASSISTANT: ENVIRONMENTAL QUALITY MANAGEMENT REF NO: EQM 01/09/2018**
- SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Grade 12 with Secretarial Diploma or equivalent qualification. A minimum of 3 years' experience as a Secretary / Personal Assistant. Ability to properly/ accurately record

minutes and decisions at meetings. Computer skills. A valid code B drivers' license / learners license. Ability to prioritise and deal with confidential matters. Good interpersonal communication and writing skills. Self-Management and motivation. Problem solving skills; analytical skills Report writing skills; Planning & Organizing skills; Communication (written & verbal).

**DUTIES** : Manage engagements of the Senior Manager, Record engagements. Render administrative support. Ensure and advise on the effective flow of information and documentation to and from the Office of the Senior Manager. Provide support to the Senior Manager in terms of meetings. Scrutinize documentation to determine actions/ information/ documentation required for meeting(s). Support the Senior Manager with the administration of the budget. Collate or and compile performance documentation on a monthly and quarterly basis from sub-directorates.

**ENQUIRIES** : Mr. B Fisher Tel No: (053) 807 7300

**POST 39/254** : **PERSONAL ASSISTANT: OFFICE OF THE CFO A REF NO: FIN 01/09/2018**

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Kimberley

**REQUIREMENTS** : Secretarial diploma or relevant tertiary qualification (with Accounting will be an added advantage) in the field of Administration/ Senior Certificate plus 2 – 5 years relevant experience. Ability to properly/ accurately record minutes and decisions at meetings computer skills course. A valid code B drivers' license.

**DUTIES** : Manage engagements, Record engagements, Render administrative support, Ensure and advise on the effective flow of information and documentation to and from the Office of the Senior Manager. Provide support to the Senior Manager in terms of meetings. Scrutinize documentation to determine actions/ information/ documentation required for meeting(s). Support the Senior Manager with the administration of the budget. Coordinate, evaluate and monitor submissions of the Directorate.

**ENQUIRIES** : Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/255** : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: FIN 03/09/2018**

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a 3-year Diploma / equivalent qualification or Senior Certificate with 4 – 5 years Supply Chain management experience in Government. Microsoft Word, Excel and Power Point. Knowledge of the BAS and LOGIS. Excellent verbal and written communication skills and the ability to work under pressure are a prerequisite. Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts and all Financial prescripts and guidelines.

**DUTIES** : Strong communication and listening abilities. Presentation skills. People management. Computer literacy (PERSAL, BAS, LOGIS, MS office package, especially Excel). Procurement processes. Good analytical writing and reporting skills. Interpretation of financial data and transforming it into management reports. Knowledge and application of relevant legislation/policies. Personal attributes: Strategic and visionary leadership, Self-driven, Self-confident and innovative. Ability to work under pressure.

**ENQUIRIES** : Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/256** : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: FIN 03/09/2018**

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Kimberley

**REQUIREMENTS** : Applicants must be in possession of a 3-year Diploma / equivalent qualification or Senior Certificate with 4 – 5 years Supply Chain management experience in Government. Microsoft Word, Excel and Power Point. Knowledge of the BAS and LOGIS. Excellent verbal and written communication skills and the ability to work under pressure are a prerequisite. Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts and all Financial prescripts and guidelines. Skills and Competencies: Strong communication and listening abilities. Presentation skills. People management. Computer literacy (PERSAL, BAS, LOGIS, MS office package, especially Excel). Procurement processes. Good analytical writing and reporting skills. Interpretation of financial data and transforming it into management reports. Knowledge and application

of relevant legislation/policies. Personal attributes: Strategic and visionary leadership, Self-driven, Self-confident and innovative. Ability to work under pressure.

**DUTIES** : Ensure compliance with financial prescripts i.e. Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Delegations and departmental policies. Ensure that properly approved source documents for all transactions are captured, approved and authorized. Assist with the tendering processes and documents.

**ENQUIRIES** : Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/257** : **ACCOUNTING CLERK: PAYMENTS REF NO: FIN 02/09/2018**

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12/ Senior Certificate with atleast 02 years working experience. Computer literacy. Knowledge of PERSAL, BAS and Logistical System (LOGIS) will be an added advantage. Excellent verbal and written skills and the ability to work under pressure are a prerequisite. Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts and all financial prescripts.

**DUTIES** : Clearing of suspense accounts. Capture BAS and LOGIS payments and garnishee orders. Administration of staff debts. Administration of monthly payrolls. Verify and capture S&T and fuel claims. Attend to all BAS and salary related enquiries.

**ENQUIRIES** : Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/258** : **ADMINISTRATION CLERK: COMPLIANCE AND ENFORCEMENT REF NO: ENF 01/09/2018**

**SALARY** : R163 563 per annum (Level 05)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A Senior Certificate and previous experience as an admin clerk is recommended. Office Administration diploma would be regarded as an added advantage. Computer literacy (Windows 8, Word, Excel and PowerPoint). Good public relations, communications and report writing skills. Basic compliance and enforcement knowledge. A valid code B drivers' license.

**DUTIES** : Logistical support in terms of arranging Compliance and Enforcement meetings. Organise travelling and accommodation arrangements for the officials. Interface and communicate effectively with a wide range of internal and external stakeholders on general Compliance and Enforcement administrative functions. Office Administration. Purchasing of stationery and other items as required.

**ENQUIRIES** : Mr. OT Gaoraelwe Tel No: (053) 807 7300