

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms Lerato Ngobeni
<u>CLOSING DATE</u>	:	05 November 2018
<u>NOTE</u>	:	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. 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 POSTS

<u>POST 42/18</u>	:	<u>DEPUTY DIRECTOR: PLANNING AND QUALITY ASSURANCE - GREENING & OPEN SPACE MANAGEMENT REF NO: EP03/2018</u>
<u>SALARY</u>	:	R826 053 per annum (all inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised 3-year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany or Geography), Nature Conservation, Social Sciences or equivalent qualification. The applicant should have at least 3 years' experience in Environment & Conservation field. Extensive experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/ Horticulture, Spatial Environmental Planning, Community Development. Previous experience in Project Management, Financial Management, Expanded Public Works Programme and or related programmes will be an added advantage. Knowledge of Quality Management practices, monitoring and evaluation practices, leadership and management, strategic planning, analytical, conceptualization, problem solving, process design skills, expert level of computer literacy and good communication skills. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.
<u>DUTIES</u>	:	Overall management of planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects. Facilitate the process of sourcing new projects for funding and evaluation of project proposals from various proponents. Support to the establishment of panels for project management service providers for Environmental Protection and Infrastructure Programme. Conduct quality audits on projects under implementation. Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme. Support the business plan amendment processes for projects under implementation. Facilitate engagements with other Branches of the department and relevant public entities.
<u>ENQUIRIES</u>	:	Ms N Mtalana Tel No: 012 399 9660
<u>POST 42/19</u>	:	<u>PROVINCIAL PROJECT MANAGER REF NO: EP04/2018</u>
<u>SALARY</u>	:	R826 053 per annum (all inclusive remuneration package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A recognised 3-year tertiary qualification in in built environment or project management plus extensive relevant experience in project management ; relevant

experience in community development , business concept development ,feasibility testing ,market research and sustainability testing ; knowledge of the EPWP, proven experience in implementation , monitoring and evaluation of government programmes; ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem solving skills; experience in people and financial management, valid code B driver's license and a willingness to travel.

DUTIES

: Manage and evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reporting on projects to the province and the department; provide ad-hoc support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

ENQUIRIES

: Mr N Khumalo Tel No: 012 399 9703