ERRATUM: kindly note that the post of Director: Biosecurity Services advertised in Public Service Vacancy Circular 06 dated 15 February 2019, the closing date should be 04 March 2019. We apologies for the inconvenience caused.

OTHER POSTS

POST 08/11: CONTROL BIODIVERSITY OFFICER GRADE A: PROTECTED AREAS DECLARATION AND INFORMATION MANAGEMENT REF NO: BC04/2018

SALARY: R468 513 per annum (Total package of R639 600 per annum/ condition apply)
CENTRE: Pretoria
REQUIREMENTS: A Bachelor’s Degree in Natural Sciences or equivalent relevant qualification. A minimum of 3 years’ relevant experience. Extensive knowledge of biodiversity and its associated management challenges, bioregional planning and the role of the protected area system of South Africa. Ability to interpret relevant legislation policies and strategies associated with protected areas, to guide subordinates with the implementation of legislation, policies and strategies and science research in relation to the system of protected areas. Good report writing skills. Ability to utilise financial systems and computer literacy including software packages. Knowledge and experience of GIS software and the practical use thereof would be an additional advantage. Knowledge of relevant procurement and financial management procedures. Project management, diplomacy, leadership and strategic management. Formal presentation skills / public speaking and ability to communicate, with national and international clients.

DUTIES: Ensure effective implementation and monitoring of expansion, consolidation and establishment of protected areas in each of the bioregions as identified by government in the national policies, legislation, strategies and programmes. Coordination and facilitate the development, strengthening and maintenance of an information management system for protected areas. Specialist advice to senior line function staff and stakeholders in protected areas in South Africa. Ensure the development and review of new strategies and plans for expansion of the protected areas. Management of environmental authorisations affecting national protected areas.

ENQUIRIES: Mr K Naude; Tel No: (012) 399 9558
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: Ms Mokgadi Seketa
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. 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.

CLOSING DATE: 18 March 2019

POST 08/12: SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: LACE06/2018

SALARY: R448 269 – R1 084 437 per annum (conditions apply)
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognised LLB degree or equivalent qualification coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocates. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of PAIA, PAJA, the POPI Act and the Constitution is essential. Candidate must have the ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law. Good verbal and written communication and negotiation skills are essential. The ability to work in a team and independently is required. Candidates must be in possession of a valid Driver’s License and able to travel.

DUTIES: Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; advice on the drafting and vetting of contracts and international instruments; provide strategic legal support to the Department; facilitate compliance with PAIA and PAJA; and POPI Act and provide legal education to Departmental officials.

ENQUIRIES: Ms Molebatsi Mmola Tel No: (012) 399 9339

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: Ms Lerato Ngobeni

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. 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.

CLOSING DATE: 18 March 2019

POST 08/13: ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION
REF NO: EP01/2018

REQUIREMENTS: An appropriate 3-year Bachelor’s Degree/National Diploma in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. Knowledge and experience in project management, database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users’ needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver’s license a must.

DUTIES: Participate in the design and implementation of evaluations. Participate in the process of collecting data and developing implementation monitoring reports. Conduct Monitoring and Evaluation studies in order to enhance the performance of the branch. Generate, customize and communicate reports to the relevant
stakeholders. Participate in the process of coordinating the implementation of recommendations from various Monitoring and Evaluation reports. Source articles for the M&E newsletter. Contribute in the process of reviewing Monitoring and Evaluation Framework. Contribute to the development of the 3 year M&E plans. Responsible to supporting the regions with data verification and provision of feedback on a regular basis. Preparation of branch monthly/quarterly performance reports.

ENQUIRIES: Mr N Sithole Tel No: 012 399 9746
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: Ms Lerato Ngobeni
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. 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.

CLOSING DATE: 18 March 2019
POST 08/14: ASSISTANT DIRECTOR: ASSET AND ACQUISITION MANAGEMENT REF NO: CFO12/2018

SALARY: R356 289 per annum (R503 435 all inclusive package)
CENTRE: Cape Town

DUTIES: Maintaining the Asset Register; Facilitate and coordinate movement of assets; facilitate and coordinate timeous bar-coding of assets. Provide training and assistance to Asset and Inventory Controllers; Conduct quarterly spot checks and annual asset verification; Conduct quarterly inventory stock takes; Facilitate disposal of redundant/obsolete furniture and equipment; Handle enquiries on disposal of assets to institutions. Monthly BAS and LOGIS reconciliation of assets; Monthly and quarterly reporting; Administration of theft and losses of assets. Verification of Log2s to ensure correct ICNs, asset categories and locations.

ENQUIRIES: Ms. N Mabece Tel No: (021) 814 8322
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION: Human Resource Management
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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE : 18 March 2019

POST 08/15 : ASSISTANT DIRECTOR: ACCOUNTING AND CASH MANAGEMENT REF NO: CFO08/2018

SALARY : R356 289 per annum (all inclusive package of R503 435)
CENTRE : Cape Town

REQUIREMENTS : National Diploma in Cost and Management Accounting or an equivalent qualification in an appropriate field related to this post. Plus extensive experience (minimum 3 years) in Financial Management or related field. Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Management, Cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience. Must have extensive experience operating transversal financial systems (BAS and LOGIS). Proven planning and organising, communication, interpersonal, conflict resolution, supervisory and analytical skills. Must be computer literate and be able to work well individually and in a team as well as under extreme pressure. Must be able to maintain good inter-governmental relations and work effectively with stakeholders.


ENQUIRIES : Ms A Mapeling Tel No: (021) 814 8306
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION : Human Resource Management
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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE : 18 March 2019

POST 08/16 : SENIOR PROVISIONING ADMINISTRATION OFFICER: BID & CONTRACT MANAGEMENT REF NO: CFO10/2018

SALARY : R299 709 per annum (R434 785 all inclusive package)
CENTRE : Cape Town

REQUIREMENTS : National Diploma in Supply Chain Management or related field plus a minimum of 2 years’ experience in Supply Chain Demand and Acquisition management, Contracts management and Administration of Central Suppliers’ Database (CSD). Good knowledge of administrative procedures, insight of procurement procedures. Knowledge of Supply Chain government policies and prescriptions, Treasury Regulations, Public Finance Management Act (PFMA), Logis. Computer literacy in
MS Office suites. Excellent communication, organizational, interpersonal and planning skills. Supervision of staff and developing performance agreements. Must be client focused and to resolve conflicts and work under pressure.

**DUTIES**

Administration of contracts and maintain a list of all transversal contracts. To ensure regular updating of contract and deviation register. Contract Administration (CRA System on National Treasury Website). Ensure that SLA’s are amended according to amendments in contracts. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Proper administration of database and ensure rotation of suppliers and maintain user profiles on the database. Do monthly analysis on rotation of suppliers utilized per directorate. Verify BEE scores per request received, supplier banking details on CSD and supplier linking on Procurement Integration. Requesting of RFQ/RFP/RFI, receiving, evaluation, calculation and verification of Preference Points of (Price Quotations) in line with the PPPFA regulation 2017. Provide secretariat service or support during the Bid Specification Meeting. Supervise, develop and conduct personnel performance of staff.

**ENQUIRIES**

Ms. N Mabece Tel No: (021) 814 8322

**APPLICATIONS**

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**

Human Resource Management

**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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**

18 March 2019

**POST 08/17**

SENIOR STATE ACCOUNTANT: ACCOUNTING AND CASH MANAGEMENT

**REF NO:** CFO11/2018

**SALARY**

R299 709 per annum (all inclusive total package of R434 785)

**CENTRE**

Cape Town

**REQUIREMENTS**

National Diploma in Cost and Management Accounting or an equivalent qualification in an appropriate or related field. A minimum of 3 years relevant experience in Financial Management or related field. Revenue and cash management experience will be advantageous. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial management, Cash and accrual accounting standards, planning and budget procedures in the public sector. Experience working on transversal financial accounting systems (BAS and LOGIS). Good organizational, communication, problem-solving, analytical and reporting skills. Must be computer literate and be able to work well individually and in a team as well as under pressure. Proven planning and organising, communication, interpersonal, conflict resolution, and client orientation and customer focus.

**DUTIES**

Ensure Compliance in the workflow process of LOG2 verifications. Render Administration Budget Planning function for the various branches in the Department. Ensure proper and effective functioning of the petty cash office. Ensure proper effective control and safeguarding of all authorized payment documents. Ensure proper administration of all revenue received by the Department.

**ENQUIRIES**

Ms A Mapeling Tel No: (021) 814 8306

**APPLICATIONS**

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**

Human Resource Management
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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE: 18 March 2019

POST 08/18: BIODIVERSITY OFFICER PRODUCTION GRADE A: BIO-SAFETY AND AIS

REF NO: BC06/2018

SALARY: R256 815 per annum (Total package of R382 740 per annum/ condition apply)

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree/ National Diploma or equivalent relevant qualification with appropriate experience in biosafety, Genetics, Plant Pathology, Plant physiology and Biochemistry microbiology, biotechnology, management and research entailing alien and invasive species Knowledge of the following: National Environmental Management Biodiversity Act, 2004 (Act 10 of 2004) and the Genetically Modified Organisms Act, 1997(Act 15 of 1997); Good understanding of the utilization of genetically modified organisms and environmental risk assessment and their management; Good understanding of biodiversity conservation, ecological interactions at population, community and ecosystem level especially related to Alien Invasive Species; Project Management and sound organizing and planning skills; Good verbal and written communication skills; Computer literacy. A valid driver’s license.

DUTIES: To assist with the core business of the sub-directorate in terms of supporting the implementation of the Biosafety laws, legislations and management of biosafety functions within the department. Provide support to the competent authorities to control and eradicate existing invasive species listed in terms of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004). Conduct environmental risk assessment on GMO applications submitted in terms of the GMO Act; Conduct environmental risk assessment on Alien and Invasive Species applications. Provide technical support on the national implementation of international agreements i.e. Cartagena Protocol on Biosafety and the programme of work on invasive alien species under the Convention on Biological Diversity. Facilitate within the Sub-directorate: AIS and Biosafety, the coordination of national stakeholder consultations.

ENQUIRIES: Ms N Tshidada Tel No: (012) 399 9572

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: Ms Mokgadi Seketa

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. 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.

CLOSING DATE: 18 March 2019
POST 08/19 : BIODIVERSITY OFFICER: PRODUCTION GRADE A: BIODIVERSITY PLANNING AND STEWARDSHIP REF NO: BC07/2018

SALARY : R256 815 per annum (Total package of R382 740 per annum/ condition apply)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor’s Degree/National Diploma in Natural/Environmental Sciences or equivalent qualification in the related field. Exposure in biodiversity management, specifically to conservation management as it relates to the evaluation of development impacts through the EIA process and the use of biodiversity planning tools, as follows: Knowledge of the National Environmental Management Act (107 of 1998), National Environmental Management: Biodiversity Act (10 of 2004) and the National Environmental Management: Protected Areas Act (57 of 2003) An understanding of biodiversity and conservation management policies and legislative frameworks in environmental management. Planning and coordination skills, Good interpersonal relations, Well-developed communication skills, the ability to work independently and efficiently under pressure. Knowledge of managing projects; Good Communication Skills (verbal and written); Knowledge of Administrative Procedures. Good report writing. The ability to work independently and in a team. , A valid driver’s licence and willingness to travel within South Africa and internationally would be added advantages.

DUTIES : Assist in the implementation of certain aspects of the National Environmental Management: Biodiversity Act, and the coordination and development of other relevant legislation, policies, strategies, programmes, norms and standards. Assist in the implementation of international conventions and agreements relating to conservation management; Provide technical and scientific support to the Local Government Programs; Provide scientific and technical support to the expansion of National Botanical Gardens as part of the conservation estate; Provide sound specialist advice to line function staff and stakeholders outside the Public Service on relevant national policies, legislation, strategies, programmes, norms and standards relating to conservation management of ecosystems; Assist in liaising with relevant stakeholders, as well as promote national policies and interests at relevant domestic and international; Assist with the administration and implementation of relevant international agreements; Assist in making all administrative arrangements within the sub-directorate and in promoting and negotiating national interests in relevant sub-regional, regional and global arenas. Provide support with the National Biodiversity Stewardship Programme, National Biodiversity Framework, Bioregional Plans, Biodiversity Conservation Plans, Mining and Biodiversity issues, Biodiversity impacts in the EIA process.

ENQUIRIES : Ms S Naidoo Tel No: (012) 3999580

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 : Ms Mokgadi Seketa

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. 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.

CLOSING DATE : 18 March 2019
POST 08/20: BIODIVERSITY OFFICER: PRODUCTION GRADE A: TOPS POLICY DEVELOPMENT REF NO: BC08/2018

SALARY: R256 815 per annum (Total package of R382 740 per annum/ condition apply)

CENTRE: Pretoria

REQUIREMENTS: A Bachelor's degree/National Diploma in Natural Sciences or equivalent qualification, or a degree in Environmental Law. Knowledge of biodiversity conservation and sustainable use of indigenous biological resources, within the legislative framework of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated Threatened or Protected Species (TOPS) Regulations, and applicable norms and standards. Experience in policy or legislative development will be an added advantage. Knowledge of applicable MEAs, in particular the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on Biological Diversity (CBD). Knowledge in policy and legislative development. Knowledge of administrative procedures. Good report writing and analytical thinking. Public speaking, Organising and planning skills. Computer skills and good communication skills: verbal and written. The ability to work independently and under supervision. A valid Driver’s license and willingness to travel.

DUTIES: Provide support by participating in the development of national policies; legislation; strategies; programmes and standards or any other tools relating to the conservation and sustainable use of biodiversity resources related to threatened or protected species. Coordinating stakeholder meetings in the development of legislation pertaining to threatened or protected species; Arranging and coordinating meetings or workshops relevant to the sub-directorate and participate in Subdirectorate activities involving responsibilities, projects, tasks and processes; Provide specialist advice for senior and line function staff, stakeholders inside and outside the Public service on the conservation and sustainable use of biodiversity resources relating to listed threatened or protected species; Participating in developing appropriate national positions on issues pertaining to multi-lateral environmental agreements (MEAs), in particular CITES and CBD.

ENQUIRIES: Mr K Mahamba Tel No: (012) 3998845

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: Ms Mokgadi Seketa

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. 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.

CLOSING DATE: 18 March 2019

POST 08/21: SENIOR PROVISIONING ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: CFO09/2019

SALARY: R196 407 per annum (R309 445 all inclusive package)

CENTRE: Cape Town

REQUIREMENTS: Grade 12 Senior Certificate plus a minimum of 1-2 years’ relevant experience in Procurement, Administration, and LOGIS. Computer literacy (Excel, Ms Word). Knowledge of Procurement procedures and SCM policies. Good communication skills (written and verbal). Skills in compiling spread sheets and preparation of budget and compiling reports Training, including planning and organisational.
Ability to work under extreme pressure, sense of responsibility and loyalty. Ability to work individually and in a team.

**DUTIES**: Receipt of goods such as office furniture and equipment, bar-code all new assets; Conduct annual asset verification and quarterly spot checks; Disposal of redundant/obsolete furniture and IT equipment; Control and monitoring of official notebooks; Updating of the asset register on LOGIS in line with movements. Capturing new ICN’s for assets. Receiving of goods (RCRI) on LOGIS. Report on losses and damages. Inventory Management functions include: Quarterly stocktaking of regional stores; Assist with downloading and printing of monthly reports.

**ENQUIRIES**

Ms. N Mabece Tel No: (021) 814 8322

**APPLICATIONS**

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**

Human Resource Management

**NOTE**

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**CLOSING DATE**

18 March 2019