ANNEXURE C

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.

FOR ATTENTION: Mr L I Letshedi

CLOSING DATE: 01 April 2019

NOTE: Applications 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. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates appointment/transfer will promote representivity will receive preference. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Short-listed candidates will be subjected to the following: screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference) checks; and qualifications verification. The appointed person will be subjected to a security clearance. Candidates shortlisted for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. SMS candidates will also be subjected to signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 10/03: DIRECTOR: MEDIA RELATIONS REF NO: COO05/2018

SALARY: R1 005 063 per annum (all-inclusive SMS remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised three year Bachelor’s Degree in Journalism/Communications (at NQF 7) or an equivalent relevant qualification. 6-10 years managerial experience in related field, of which a minimum of 5 years' should be at a middle/ senior management level. Excellent communications skills (verbal and written); Experience in project management. Clear understanding and/or exposure to the government communications system. Good interpersonal, stakeholder liaison and financial management skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good managerial, organisational, communication (verbal & written), administration, analytical and interpersonal skills. The ability to work efficiently in a team and under pressure. Candidate must be willing to travel and work over extended hours. Drivers license is requirement and a certified copy must accompany the application as well.

DUTIES: Manage all media liaison functions in the Department; Provide media liaison support to ministerial events; Develop and implement communication strategies and media plans; Planning and hosting of all media events; Render effective media monitoring and analysis functions for the Department; Draft and issue media statements that promote the work of the Department; Manage media training programme for senior officials; Develop and implement annual performance plans for the Directorate; Project manage key communications projects; Coordinate media network sessions; Ensure exit report are compiled for key media events; Manage intergovernmental communication programme; Participate in various GCIS-led campaigns/programme/projects.
ENQUIRIES: Mr A Modise Tel No: (012) 399 – 9943

OTHER POSTS

POST 10/04

DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: COO06/2018

SALARY: R697 011 per annum (An all-inclusive MMS remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A recognised three-year National Diploma/Degree in Human Resource Management or relevant equivalent qualification. Minimum of 3 years’ experience in HR or related field. Knowledge of departmental procedures and scripts within the Public Service, Human Resource processes and practices, PERSAL system, project management and personnel management. Sound organising, good communication, report writing, facilitation and presentation skills.

DUTIES: Ensure compliance with the Public Service Performance Management and Development System. Ensure submission of performance agreements. Oversee facilitation of performance management database and implementation on PERSAL. Manage auditing of submitted documents. Manage the final performance appraisals, and the implementation of the pay progression and incentives. Ensure appointment of moderation panels and that awareness and training sessions are conducted. Facilitate the management of probations.

ENQUIRIES: Ms I Qaqane Tel No: (012) 399 - 8850

POST 10/05

IT GOVERNANCE MANAGER REF NO: COO07/2018

SALARY: R697 011 per annum (An all-inclusive MMS remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. 3 – 5 years relevant experience. A thorough understanding of relevant legislations, best practices and frameworks. Project management and communication (written and spoken) skills. Knowledge of KING III and COBIT Governance framework. Must have ITIL and COBIT certification. TOGAF Certification will be added advantage.


ENQUIRIES: Ms N Dlamini Tel No: (012) 399 8725

POST 10/06

IT BUSINESS SYSTEMS ANALYST REF NO: COO08/2018

SALARY: R697 011 per annum (An all-inclusive MMS remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. Extensive relevant experience. Project management, change management, knowledge management, service delivery Innovation (SDI), problem solving and analysis, people management and empowerment and client orientation and customer focus skills. Sound organising and planning, good communication, analytical, stakeholder relationship and presentation skills. Computer literacy. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, and Information Systems. Knowledge of Content Server i.e. Suite 16 will be an added advantage.

DUTIES: Identify, define and document business requirements. Develop functional specifications, business case, technical design specifications and database
design. Design/improve business processes maps. Update/maintain system configuration and training document/guide. Develop test packs and test plans. Prepare test scripts. Maintain business architecture information models. Maintain data architecture models and technology architecture models. Co-ordinate and facilitate joint application development (JAD) sessions. Develop resource allocation plan for solutions as well as user manuals. Liaise with the developers and users to ensure that both business and technical requirements are achieved. Research and identify possible solutions. Conduct user system training and assessments.

ENQUIRIES : Ms N Dlamini Tel No: (012) 399 8725

POST 10/07 : ASSISTANT DIRECTOR: COLLECTIVE BARGAINING & EMPLOYEE RELATIONS REF NO: COO09/2018

SALARY : R356 289 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma in Labour Relations or equivalent relevant qualification. Minimum of 3 years’ experience required in relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, Public Service legislation and resolutions, and Labour Relations Act. Conflict resolution, sound organising and planning, good oral and written communication, coordination, organisational and planning and report writing, and good interpersonal relations skills. Ability to work under no supervision, work under pressure, interpret & apply relevant legislation, regulations, resolutions & policies, develop and apply policies, organize and plan under pressure, and collect and interpret information and reports.

DUTIES : Investigate misconduct cases and compile investigation reports. Draft charges. Prosecute / initiate disciplinary cases. Monitor precautionary suspensions. Facilitate the referral of appeals to the Appeal Authority. Render advisory services to management and employees on dispute prevention and resolution. Represent the Department at conciliation and arbitration. Investigate grievances, and facilitate conciliatory and / or mediatory meetings in resolving grievances. Monitor and evaluate labour relations trends in the Department. Facilitate training and advocacy on labour relations matters. Facilitate and participate at the Departmental Bargaining Chamber. Ensure compliance with relevant legislation, regulatory framework, and reporting requirements. Ensure compliance on capturing of cases on PERSAL. Manage the labour relations database.

ENQUIRIES : Ms T Zitha Tel No: (012) 399 - 8678

POST 10/08 : ASSISTANT DIRECTOR: TRANSFORMATION & SPECIAL PROGRAMMES REF NO: COO10/2018

SALARY : R356 289 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised three-year National Diploma/Degree in Public Administration, Development Studies or Social Sciences or equivalent relevant qualification. Minimum of 3-years’ experience in Transformation or related field. Understanding of the Service Delivery Revitalization Strategy. Knowledge of Employment Equity Act, Public Service Regulations including broader Transformation mandates, Project Management and Policy Development. Sound research, numerical, analytical, organising, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison skills. An understanding of commemoration days aimed at increasing awareness on women, disability and children’s rights issues.

DUTIES : To facilitate coordination and implementation of the Employment Equity Plan and Service Delivery programmes, which includes the following: Culture Intervention Programme, Mainstreaming of Gender, Disability & Children’s rights programmes into Departmental Programmes, Projects and Policies. Assist in the development and review of policies, implementation plans and reports for transformation and special programmes. Liaise and improve integration with internal and external stakeholders. Compile reports.

ENQUIRIES : Ms L Sebake Tel No: (012) 399 - 8697
POST 10/09 : SENIOR COMMUNICATIONS OFFICER: EDITORIAL SERVICES REF NO: COO12/2018

SALARY : R242 475 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised three year National Diploma in Journalism/ Publishing or equivalent relevant qualification. Minimum of 3 years’ experience in communications. Computer literacy and proficiency with MS Word, PowerPoint, email packages and web browsers. Ability to extract key messages and create articles from concept documents. Ability to extract key messages and create articles from concept documents, media statements, submissions, gazettes and reports. Expert verbal and written communication skills. Good interpersonal relations, planning and organisation skills.

DUTIES : Write stories that depict the work of the department to be published in internal and external publications. Edit the content of material (brochures, newspaper) submitted by units before design and publication. Draft copy for adverts, inserts and newspaper supplements. Dispatch publications to relevant events and exhibitions. Undertake monthly stock take of Departmental publications and awareness material. Ensure availability of relevant publications for internal and external events. Courier publications to external clients, upon request. Provide photographic services to the Department. Regularly update the Department's photographic libraries. Provide support for DEA campaigns. Assist with branding departmental activities and events, awareness initiatives and any communication related projects/programmes as may be required. Profile events and awareness campaigns through social media.

ENQUIRIES : Ms Erica Mathye Tel No: (012) 399 – 8976