MANAGEMENT ECHELON

POST 11/09 : CHIEF DIRECTOR: PROTECTED AREAS SYSTEMS MANAGEMENT REF NO: BC03/2018

SALARY : R1 189 338 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual’s personal needs.

CENTRE : Pretoria

REQUIREMENTS : A Bachelor’s degree in Natural or Environmental Sciences (at NQF Level 7) or equivalent relevant qualification plus five years’ experience at senior management in an environmental management field. Knowledge of biodiversity conservation and development issues (globally, regionally, and locally). Experience and knowledge of protected areas management. Experience in the development, interpretation and implementation of biodiversity related policies, legislation strategies and plans. Strategic capability and leadership. Experience in Human Resource, Financial and stakeholder management. Good analytical, Problem solving and interpretation skills. Sound Knowledge of Public Service Regulations and the Public Finance Management Act.

DUTIES : Coordination of national implementation of international instruments relating to protected areas and promotion of the country’s interests globally. Oversight of national protected areas management authorities. Ensure maintenance of an information system for Protected Areas Development and implementation of policy, legislation strategies and plans relating to and monitoring performance of protected areas. Establishment, development and management of comprehensive, ecologically representative and effectively managed regional network of trans-frontier conservation areas. Establishment, development and safeguarding of the integrity of World Heritage Sites as well as implementation of World Heritage Convention in South Africa. Strengthen governance and Management Effectiveness of the Protected Areas System in South Africa in line with national imperatives and international obligations.

ENQUIRIES : Mr S Malete Tel No: (012) 399 9511

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

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.

CLOSING DATE: 15 April 2019

POST 11/10: DIRECTOR: FACILITIES AND ADMINISTRATION SERVICES REF NO: COO13/2018

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

CENTRE: Pretoria

REQUIREMENTS: A recognized three year degree in Management Sciences/ Public Administration/ Facilities Management/Property Management (at NQF Level 7) or relevant equivalent qualification. 6-10 years managerial experience in related field, of which minimum of 5 years’ should be at middle/ senior management level. Strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult persons and to resolve conflict.

DUTIES: The successful candidate will be responsible to manage and oversee facilities, buildings and administrative services as well as to layout procedures and guidelines for sound corporate governance for the Department with regards to the following key performance activities: Manage building functions and projects, service contracts and service level agreements. Ensure preventative maintenance inspection are conducted in all the buildings occupied. Administer lease management activities. Manage the PPP unitary payments, PPP functions and Departmental Utility Accounts. Ensure the coordination and facilitation of the logistic & records services. Coordinate and facilitate the logistics and auxiliary services of the Department. Coordinate and facilitate records management services. Coordinate contracts management in the regions. Conduct needs assessment on the buildings. Provide accommodation support in the Department. Preparation of proposed floor layouts for space planning. Sign lease contract and upgraded facilities. Manage cleaning and food aid services.

ENQUIRIES: Ms NP Ngcobo Tel No: (012) 399 – 9875

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.

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contract (once appointed). The Department reserves the right not to make an appointment.

CLOSING DATE : 08 April 2019

POST 11/11 : DIRECTOR: TRANSFRONTIER CONSERVATION AREAS (TFCA’S) REF NO: BC01/2018

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in Natural or related Sciences (NQF 7). A relevant postgraduate qualification will serve as an added advantage. Five years’ experience at middle management in an Environmental Management or related field. Knowledge of relevant SADC Regional Conservation protocols and Agreements. Experience in development and implementation of polices, legislation and strategies. Understanding of the Public Service policy frameworks and knowledge of Public Finance Management Act and related Treasury Regulations. Good interpersonal skills including problem solving, conflict resolution, stakeholder management and as ils. Ability to work under pressure and with minimal supervision. Computer literacy and a valid driver’s license.

DUTIES : Facilitate establishment, management and implementation of legal instruments as well through effective coordination of structures for TFCA’s. Coordinate and streamline TFCA activities into the SADC and national agenda. Strengthen ecological networks, wildlife corridors and migration routes. Promote cross-border cooperation and implementation of conservation, research, law enforcement interventions as well as animal diseases control in TFCA’s. Facilitate creation of access to tourist facilities, products and their development in TFCA’s. Facilitate participation of stakeholders and affected communities around TFCA’s. Participate and influence programmes contributing to rural development in TFCA’s.

ENQUIRIES : Ms S Mancotywa Tel No: (012) 399 9514

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

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CLOSING DATE : 08 April 2019

POST 11/12 : SENIOR SCIENTIFIC ADVISOR: OCEANS & COASTS INFORMATION SYSTEMS REF NO: OC 07/2019

SALARY : R1 005 063 per annum (All inclusive remuneration package, conditions apply)
CENTRE: Cape Town

REQUIREMENTS:
An appropriate recognized PhD in Natural / Computer Science or equivalent qualification with 10 years relevant scientific experience. Experience in the development and use of enterprise information systems. Knowledge of Oceans and Coastal Research and Management Agendas with advanced knowledge in one or more areas of marine/environmental/computer science (preferably marine). Experience in translating customer needs into technical requirements and design with an emphasis on impact. Must have demonstrated ability to interpret and apply policies and prescripts and well-developed programme management techniques with strong analytical and superb communication skills. Proven competence in organisational transformation, strategic planning and leadership, programme and project management as well as financial management with sound problem solving and analytical skills, and ability to gather and analyse data and information.

DUTIES:
To coordinate and lead the development of National Oceans and Coastal Information Management System (OCIMS) and the supporting Marine Information Management System (MIMS). To advise on staffing and operations of OCIMS, in particular the prioritization and implementation of new information products and Decision Support Tools to support the growth of the Ocean Economy. To provide technical advice to DEA officials during key meetings and knowledge. Monitor existing and new policies, legislation, programmes, strategies, plans and key documents and marine related data and research products for information sharing. Provide quality improvement and promote integration and alignment between coastal management and oceans management. Plan and compile project plans, budgets and management reports. Undertake contracting and procurement associated with OCIMS. Research and advise on operational quality standards and strategic planning. Evaluate OCIMS stakeholder and user needs and recommend system response options. Define role and responsibilities of OCIMS and associated staff functions. Management, training and mentoring of staff.

ENQUIRIES:
Mr A.D. Naidoo
Tel No: (021) 819 5009

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

CLOSING DATE:
08 April 2019

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.

OTHER POSTS

POST 11/13:
CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO13 /2018

SALARY:
R468 513 per annum

CENTRE:
Central Karoo District Municipality (Western Cape)

REQUIREMENTS:
A Bachelor’s degree in Environmental Management/ Environmental Sciences/ or relevant equivalent qualification as well as training in project management. The applicant should at least have three years’ experience in the field of environmental management. Relevant experience in community facilitation and development; government planning processes (especial Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational,
communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver’s license.

**DUTIES**

Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/ Management in the municipalities: Facilitate the development of environmental sector plans in the municipalities. Advice the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate stakeholder engagement in projects.

**ENQUIRIES**

Mr V Baloyi Tel No: (012) 399 9940; Ms S Dumalisile Tel No: (012) 399 9938; Ms E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937

**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

**NOTE**

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**CLOSING DATE**

08 April 2019

**POST 11/14**

CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO14/2018

**SALARY**

R468 513 per annum

**CENTRE**

Overberg District Municipality (Western Cape)

**REQUIREMENTS**

A Bachelor’s degree in Environmental Management/ Environmental Sciences/ or relevant equivalent qualification as well as training in project management. The applicant should at least have three years’ experience in the field of environmental management. Relevant experience in community facilitation and development; government planning processes (especially Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver’s license.
DUTIES: Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/Management in the municipalities: Facilitate the development of environmental sector plans in the municipalities. Advise the municipalities on their mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate & coordinate environmental capacity building initiatives for the municipalities. Support municipal planning processes and forums/structures. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate stakeholder engagement in projects.

ENQUIRIES: Mr V Baloyi Tel No: (012) 399 9940; Ms S Dumalisile Tel No: (012) 399 9938; Ms E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937

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.

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CLOSING DATE: 08 April 2019

POST 11/15: CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO15/2018

SALARY: R468 513 per annum

CENTRE: Dr Ruth Segomotsi Mompati District Municipality (North-West)

REQUIREMENTS: A Bachelor's degree in Environmental Management/ Environmental Sciences/ or relevant equivalent qualification as well as training in project management. The applicant should at least have three years’ experience in the field of environmental management. Relevant experience in community facilitation and development; government planning processes (especially Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. The successful candidate must have a valid driver’s license.

DUTIES: Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/Management in the municipalities: Facilitate the
development of environmental sector plans in the municipalities. Advice the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/structures. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities. Support the implementation of Social Responsibility Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate stakeholder engagement in projects.

ENQUIRIES

Mr V Baloyi Tel No: (012) 399 9940; Ms S Dumalisile Tel No: (012) 399 9938; Ms E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937

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.

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Human Resource Management

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CLOSING DATE

08 April 2019

POST 11/16

ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: OC08/2019

SALARY

R356 289 - R419 679 per annum

CENTRE

Cape Town

REQUIREMENTS

An appropriate three year Degree / National Diploma in Office Administration/ Public Administration. Extensive experience in office management, administration and coordination, or any secretarial related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint., Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.

DUTIES

Provide support to the Director in the Office of the Deputy Director General (DDG). Provide secretariat services, especially recording of minutes, for senior management and other related intergovernmental meetings. Consolidation of
quarterly and annual performance reports' inputs from line functions. Identify and
direct important and key requests, both from internal and external stakeholders, to
relevant officials for attention. Contribute and keep track of the Branch’s responses
to and compliance with enquiries, questions, requests and dates (e.g. from
Cabinet, Portfolio Committees, Public and others). Keep and maintain proper filing
system for the Director’s and DDG’s Offices. Contribute to the successful
coordination of Branch activities, especially those relating to planning and
stakeholder engagement. Compile, monitor and report on financial responsibilities
of the branch, especially budgets and procurement plans. Provide support to the
DDG as may be needed, as well as provide point of interaction with the DG’s
offices.

ENQUIRIES
: Mr. C.S Mangcu Tel No:(021) 819 2431
APPLICATIONS
: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape
For Attention
Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
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ensure you follow the correct link to the position of interest.

CLOSING DATE
: 08 April 2019