ANNEXURE D

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: 29 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 whose 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. Applicants shortlisted for SMS posts will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, 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 person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

MANAGEMENT ECHELON

POST 14/06: DIRECTOR: POLICY COORDINATION REF NO: COO01/2019

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

CENTRE: Pretoria

REQUIREMENTS: A recognized three year Bachelor’s Degree in Public Administration (at NQF 7) or relevant equivalent qualification. 5-10 years managerial experience in related field, of which a minimum of 5 years' should be at middle/ senior management level. Experience and good understanding in the management of Government Cabinet processes (FOSAD, Cabinet and Cluster and implementation fora), Government and environmental sector policy development processes, Government policies, programmes and priorities. Knowledge of environmental and development issues (globally, regionally, locally), work of Government planning and reporting mechanisms, and Government outcome based approach. Ability to work independently and over extended hours, gather and analyse information, develop and apply policies, work under extreme pressure and to resolve conflict. Good communication (verbal and written), problem solving, researching and time management skills. Good relationship management, stakeholder engagement, strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation (SDI), problem solving and analysis, people management and empowerment, client orientation and customer focus skills.

DUTIES: Manage and provide content support for Ministerial and departmental engagements with Cabinet and its associated structures. Analyse and interpret policy (both internal and external). Provide support in line with environmental policy alignment. Facilitate, prepare and submit strategic reports as required by the Presidency. Coordinate activities for FOSAD Clusters and implementation processes for outcomes 4, 7 & 11 of the Medium Term Expenditure Framework (MTEF). Manage the coordination of Secretariat Services (FOSAD and Ministerial). Provide Support to ICTS Cluster Interdepartmental Sub-Committees
(GCAC, TTS and PMC). Manage coordination of decisions and resolutions. Provide support to DEA Strategic Management Processes.

**ENQUIRIES**
Mr R Aucamp Tel No: (021) 814 8082

**POST 14/07**
**DIRECTOR: INTERNAL AUDIT REF NO: COO02/2019**

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

**CENTRE**: Pretoria

**REQUIREMENTS**
An appropriate recognised Bachelor’s Degree in Auditing/ Risk Management/ Management Accounting fields or equivalent relevant qualification (NQF Level 7). Minimum of 5 years’ experience at a middle/senior managerial level. Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations. Proven strategic management and leadership capabilities. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours.

**DUTIES**
Provide management support on the facilitation and coordination of internal audit services within the Department. Develop a three-year risk-based strategic internal audit plan and annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation’s audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits. Maintain internal audits reporting processes and procedures. Ensure adherence to the utilisation of policies and procedure. Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit and Risk Committee. Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of approved operational and strategic plans, policies and procedures and internal audit guidelines. Provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Monitor adherence to internal audit standards and procedure. Facilitate the Audit and Risk Committee functions.

**ENQUIRIES**
Ms H Schoeman Tel No: (012) 399 9890