DEPARTMENT OF ENVIRONMENTAL AFFAIRS

OTHER POSTS

POST 16/12 : DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR, MONITORING & EVALUATION REF NO: CCAQ03/2019
(1 Year Contract)

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A three (3) year Bachelor’s degree/National Diploma qualification in environmental management; science, engineering or IT; and In service training; and Knowledge in the area of air quality information management. Information management techniques, methodologies, systems and the latest technologies. The use of sophisticated information and communication technology. Scientific practise, procedures and protocols. Climate Change systems analysis would be an advantage. Project management skills.

DUTIES : Design, develop and maintain the National Climate Change Response Database (NCCRD). Contribute in the development of the South Africa’s Climate Change Monitoring and Evaluation System (SACCMES). Working with relevant line departments and other M&E institutions nationally in designing, developing, and implementing the overall South African Climate Change Monitoring & Evaluation System (SACCMES) that will evolve with international measuring, reporting and verification (MRV) requirements. Prepare monthly performance statistics. Monitor and evaluate general performance of the SACCMES system. Management of Electronic Climate Change related documents. Providing guidance and assistance to the Chief Directorate with regarding IT related issues Analysing data generated by the atmospheric quality databases.

ENQUIRIES : Mr. Jongikhayi Witi Tel No: (012) 399 9048
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 JM van Schalkwyk
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 : 27 May 2019

POST 16/13 : SENIOR LEGAL ADMINISTRATION OFFICER (MR6): APPEALS AND LEGAL REVIEW REF NO: LACE01/2019

SALARY : R473 820 – R1 140 828 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. Knowledge and experience in judicial review application. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability
to adhere to deadlines are essential. Must be able to travel and must have a drivers license, and be able to work after hours or over weekends when necessary. Good negotiating skills.

**DUTIES**

Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and appeal decisions.

**ENQUIRIES**

Adv. Mokete Rakgogo Tel No: 012 399 9626

**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.

**CLOSING DATE**

27 May 2019

**POST 16/14**

**ASSISTANT DIRECTOR: PROGRAMME DEVELOPMENT AND MANAGEMENT (NEAR-TERM CLIMATE CHANGE PRIORITY FLAGSHIP PROGRAMMES)**

**REF NO:** CCAQ02/2019

(1 Year Contract)

**SALARY**

R470 040 per annum plus 37% in lieu of benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

A three (3) year Bachelor’s Degree/ National Diploma in management, programme/project management or equivalent qualification in the related field. Sound understanding of climate change and/or sustainable development. Strong communication and leadership skills, Extensive knowledge and understanding of South Africa climate change response policies and relevant strategies/regulatory frameworks Extensive knowledge and understanding of climate finance landscape, Work experience in development, climate change and development, environmental sciences, natural resource management, disaster risk management, law, applied economics, social sciences, sustainable development or a related field.

**DUTIES**

Support DEA’s coordination of the implementation and scaling-up plans of prioritised Climate Change Flagship Programme activities, Facilitate the streamlining of project/programme with the aim of linking them to opportunities of financial support, Provide technical support and expertise to key actors, in the implementation and scaling-up of prioritised Climate Change Flagship Programme activities including the coordination of programmes across different spheres of government, the private sector and civil society, where relevant, Identify, coordinate and support stakeholders in the development and implementation of prioritised Climate Change Flagship Programme activities and enhance cooperation and collaborative action among these key actors, Contribute to the
profiling of the Climate Change Flagship Programmes, and knowledge management for the Climate Change Flagship Programmes, assisting with the development of materials and content for this purpose.

ENQUIRIES : Mr. Jongikhaya Witi Tel No: (012) 399 9048
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 JM van Schalkwyk
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 : 27 May 2019