

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

<u>APPLICATIONS</u>	:	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.
<u>ATTENTION</u>	:	Ms Lerato Ngobeni
<u>CLOSING DATE</u>	:	24 June 2019
<u>NOTE</u>	:	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. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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.

MANAGEMENT ECHELON

<u>POST 20/11</u>	:	<u>DIRECTOR: PROGRAMME IMPLEMENTATION (COASTAL) REF NO: EP03/2019</u>
<u>SALARY</u>	:	R1 005 063 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A recognized Bachelor's Degree in Economics, Social Sciences, Administration or Environmental Sciences. A post graduate qualification and/or project management qualification will serve as a strong recommendation. Five (5) years on MMS (Middle Management Services) level with relevant experience in project management, community development, financial management and contract management. Experience in working with all spheres of government as well as and community organizations. Knowledge of and experience in Environmental Management and associated legislations. Knowledge of and experience in Expanded Public Works Programme and inter – governmental relations. Knowledge and experience in financial management and associated prescripts such as Public Finance Management Act and Treasury Regulations. Knowledge of and experience in skills development and associated legislations such as Skills development Act, Employment Equity Act, Skills Levies Act and SAQA Act. Knowledge of Public Service and Departmental procedures and prescripts. Skills and competencies: Leadership, management, strategic, analytical, conceptual and problem solving skills, team player. Computer literacy. High level of written and verbal communication skills. Presentation skills. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Knowledge of Expanded Public Works Programme and SAQA Act. Self-motivated person who prioritizes delivery of quality programme and does not require constant supervision, and someone that can management personal time efficiently and help other people to meet deadlines. Willingness to work after hours and to travel extensively. Valid code 8 driver's license.
<u>DUTIES</u>	:	Manage implementation of environmental protection and infrastructure programme in order to achieve departmental objectives: Develop, implement, evaluate and adjust directorate's annual performance plans; Compile and manage directorate budgets, control cash flows, risk management and

administer procurement processes in accordance with generally recognized and accepted financial practices; Manage contracted service providers to ensure proper implementation and completion of projects to standards required and within the allocated time and cost. Facilitate corrective and/or legal actions where there is breach of contract or progress not satisfactory. Manage, guide, develop and motivate directorate staff to achieve programme objectives; Initiate and support organizational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Manage and engage programme stakeholders and beneficiaries (implementing agents, public entities and provincial departments, municipalities and communities). Facilitate programme reporting in accordance with Expanded Public Works Programme (EPWP) and departmental requirements.

ENQUIRIES : Mr L Mlilo Tel No: (012) 399 9644

POST 20/12 : **DIRECTOR: PROGRAMME TRAINING AND YOUTH DEVELOPMENT REF NO: EP04/2019**

SALARY : R1 005 063 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

CENTRE : Pretoria
 : A recognized Bachelor's Degree in Environmental Education / Education and Training / Social Sciences/ Development Studies (NQF level 7) or equivalent qualification plus extensive experience in skills development field. A post graduate qualification and/or project management qualification will serve as a strong recommendation. Five (5) years relevant experience on MMS Level in project management, management of training (accredited and non-accredited), community development, financial management and contract management. Experience in working with all spheres of government as well as and community organizations. Experience in Youth Development Programmes and knowledge of the National Youth Policy and related youth development legislations. Knowledge and experience in financial management and associated prescripts such as Public Finance Management Act and Treasury Regulations Knowledge of and experience in Environmental Management and associated legislations. Knowledge of and experience in Expanded Public Works Programme and inter – governmental relations. Knowledge of and experience in skills development and associated legislations such as Skills Development Act, Employment Equity Act, Skills Levies Act and SAQA Act. Knowledge of Public Service and Departmental procedures and prescripts. Experience in working with the different SETA's.

DUTIES : Develop, implement, evaluate and adjust directorate's annual performance plans; compile and manage directorate budgets, control cash flows, risk management and administer procurement processes in accordance with generally recognized and accepted financial practices. Manage the planning and quality assurance process for the Skills Development and Youth Environmental Service (YES) for the Environmental Protection and Infrastructure Programmes (EPIP) of the department. Manage the process of planning for all training interventions or programmes (accredited and non-accredited) within EPIP. Coordinate the process of skills audit for the beneficiaries / participants of EPI Programmes. Support to the processes of procurement of accredited service providers. Manage all engagements with stakeholders in respect of skills development and youth development processes.

ENQUIRIES : Mr L Mlilo Tel No: (012) 399 9644

OTHER POSTS

POST 20/13 : **DEPUTY DIRECTORS: PROVINCIAL PROJECT MANAGER (X2 POSTS)**

SALARY : R869 007 per annum (all-inclusive remuneration package)

CENTRE : Gauteng Ref No: EP05/2019
 Western Cape Ref No: EP06/2019

REQUIREMENTS : A recognized Bachelor's Degree in Natural Science, Development Planning, Built Environment or an equivalent three year qualification plus three–five (3-5) years relevant experience in project management :demonstrate/proven

knowledge and experience in working on and supporting project management; Stakeholder management :ability to successfully manage a wide network of relationship, relevant experience in community development business concept development ,feasibility testing ,market research and sustainability testing ; knowledge and understanding of the EPWP, proven experience in implementation , monitoring and evaluation of government programmes; ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem solving skills; experience in people and financial management, communication, valid code B driver's license and a willingness to travel extensively and work extended hours.

DUTIES : The successful candidate will perform the following duties: Manage and Evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reviewing of project plans regularly to ensure tasks and milestones are being achieved in a timely manner ,take an active part in the project issues/risk management process by contributing to the identification and prioritization of existing and potential issues/risks, monthly reporting on projects to the province and the department; provide ad-hoc support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

ENQUIRIES : Ms G Modubu Tel: (012) 399 9693

POST 20/14 : **PROVINCIAL TRAINING COORDINATOR REF NO: EP07/2019**

SALARY : R869 007 per annum (all-inclusive remuneration package)

CENTRE : North West (Based in Mafikeng)

REQUIREMENTS : A recognized Bachelor's Degree / National Diploma in Developmental Studies, Human Resource Development/Management or equivalent qualification in training and skills development, with relevant extensive experience in managing training programmes, An Honours degree will serve as an added advantage. Sound knowledge and understanding of legislation, including Adult Basic Education and Training Act, Skills Development Act, Skills Development levy Act, South African Qualification Authority Act, General Education and Further Education and Training Qualifications Act, Basic Condition of Employment Act, National Qualification Framework and National Qualification Framework Act, National Skills Development Strategy, Public Finance Management Act. Experience in managing training programmes and undertaking skills audit and development of training plans. Stakeholder management: ability to successfully manage a wide network of relationship. Facilitation skills, Project Management. Good report writing skills, knowledge of the EPWP, ability to operate project management software as well as MS Office; analytical and numerical skills; interpersonal and problem solving skills; experience in people and financial management, valid code B driver's license and a willingness to travel. The following will serve as an added advantage: Skills Development Facilitator , Assessor, Moderator and /or Train the Trainer Certificate, Knowledge and understanding of SETAs ,Quality Council for Trades and Occupations, Umalusi and department of higher education functions and processes.

DUTIES : Manage the planning and implementation of both accredited and non - accredited training and youth environmental service programme. Manage and provide assistance to Implementers; Ensure compliance to the Memorandum of Agreement; Conduct skills audits and identification of training plans; oversee logistical preparations for accredited training; Conduct site visits to assess effectiveness of training and youth environmental service programme; submit monthly, quarterly reports and completion reports; liaise with relevant training stakeholders to source additional funding for training.

ENQUIRIES : Ms. G Modubu Tel No: (012) 399 9693

POST 20/15 : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: EP08/2019**

SALARY : R733 257 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

- REQUIREMENTS** : A Bachelor's degree in Accounting / or equivalent qualification. Registration as a Chartered Accountant (CA) or ACCA will serve as an added advantage. The applicant should at least have five (5) years' experience in the field of Public Financial Management; in-depth knowledge of Modified Cash Standards (MSC), PFMA and Treasury Regulations. The candidate must have the following skills: Advanced Excel; computer literacy in MS Office and knowledge of BAS, good verbal and written communication skills, interpersonal, coordination and stakeholder management skills, organizational skills, facilitation skills and a good understanding of government processes and financial reporting. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.
- DUTIES** : Check annual audits and completion reports for EPWP projects. Consolidate Quarterly, half yearly and annual project financial statements. Ensure that Implementing Entities adhere to Supply Chain Management rules as well as Modified Cash Standards. Prepare terms of reference for ad-hoc audits and accounting work that must be done to support Project Implementing Entities. Oversee EPWP project audits and accounting work done by the Department's appointed firms. Prepare monthly reports for the CFO's unit. Manage project payments unit. Be responsible for Managerial Accounting Reporting. Do payments reconciliations. Monitor expenditure and cash flow projections for EPWP projects. Develop and maintain early warning systems for management of finances. Monitor the commitments. Advise the programme management on financial management issues in general. Support programme planning and implementation process and forums/ structures on financial administration issues. Facilitate procurement of projects. Handle audit queries for the Chief Directorate: Environmental Protection and Infrastructure Programmes.
- ENQUIRIES** : Mr. M Thaga Tel No: (012) 399 9663
- POST 20/16** : **ASSISTANT DIRECTOR: GREENING & OPEN SPACE MANAGEMENT REF NO: EP09/2019**
- SALARY** : R470 040 per annum (all inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or an appropriate three (3) year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany, and Geography), Nature Conservation, Social Sciences or equivalent qualification. Experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/ Horticulture, Spatial Environmental Planning, Community Development. Previous experience in Project Management, Expanded Public Works Programme and or related public employment programmes will be an added advantage. Knowledge of monitoring and evaluation practices, conceptualization, problem solving, process design skills, computer literacy and good communication skills. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively and ability to work under pressure.
- DUTIES** : Provide content support to the Deputy Director in the planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects. Co-ordinate and provide administration support to the process of sourcing new projects for funding. Evaluation of project proposals received from various proponents and maintenance of records for project evaluation committees. Prepare quality audits plans for projects under implementation and consolidation of quality audit reports. Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme. Support the business plan amendment processes for projects under implementation. Facilitate stakeholder engagements with Branches of the department and relevant public entities.
- ENQUIRIES** : Ms. N Mtalana Tel No: 012 399 9660
- POST 20/17** : **PROVINCIAL PROJECT ADMINISTRATOR (X2 POSTS)**
- SALARY** : R316 791 per annum (all-inclusive remuneration package)
- CENTRE** : Mpumalanga (Based in Nelspruit) Ref No: EP10/2019
Free State (Based in Bloemfontein) Ref No EP11/2019
- REQUIREMENTS** : A three year qualification in Public Administration or equivalent qualification. The applicant should at least have extensive years working experience in office

administration, relevant experience in finance and procurement procedures, project management experience, good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills, ability to work individually and in a team, ability to work under pressure, extensive hours ,multi-tasking, self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.

DUTIES

: The successful candidate will be required to provide general administrative support to the Provincial Programme Manager and Provincial Training Coordinator; provide logistical support to the Regional Office; ensure effective and efficient functioning of the office; provide secretarial support; arrange internal and external meetings; assist with proper distribution of documents in a prompt and highly confidential manner; maintaining the filing system; communicate with clients and stakeholders; make travelling arrangements; manage petty cash within the Regional Office; arrange refreshments; handle generic inquiries and liaise with clients and stakeholders.

ENQUIRIES

: Ms. G Modubu Tel No: (012)399 9693