The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer.

APPLICATIONS: Director-General, Department of Environment, Forestry and Fisheries, 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

CLOSING DATE: 19 August 2019

NOTE: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document as well as a Driver’s License in order to 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: 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 28/04: DIRECTOR: FACILITIES AND ADMINISTRATION SERVICES REF NO: COO04/2019

SALARY: R1 057 326 per annum (all-inclusive SMS remuneration package)

CENTRE: Cape Town

REQUIREMENTS: A recognized three year degree in Management Sciences/ Public Administration/ Facilities Management/Property Management (at NQF Level 7) or relevant equivalent qualification. 10 years’ experience in related field, of which minimum of 5 years’ should be at middle/ senior management level. Good leadership and management, coordination, organisational and planning, communication skills (written and spoken), programme and project management, decision-making, report writing and organisational skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, and work under extreme pressure.

DUTIES: The successful candidate will be responsible to manage and oversee facilities, buildings and administrative services with regards to the following key performance activities: security Ensure reception services and Security Services of various offices within Western Cape are in place. Ensure that Auxiliary Services is in place. Ensure hygiene, fumigation and pest control services are in place. Ensure the coordination and facilitation of the logistic & records services. Coordinate and facilitate the logistics and auxiliary services in the Region. Coordinate and facilitate records management services. Coordinate contracts management in the regions. Conduct needs assessment on the buildings and facilitate approvals. Provide Government Motor Transport and Departmental transport support in the Department. Manage all after hour’s bookings and changes in terms of approved travel applications. Assess application for Departmental vehicles. Manage parking facilities. Review and implement travel services policy. Liaise with service provider and negotiate deals aimed at reducing travel spend. Administer Service Level Agreements and maintenance projects. Manage time payment of service
providers. Ensure compliance to the contractual obligations by service providers. Ensure that leases are renewed before expiry date. Preparation of proposed floor layouts for space planning. Manage cleaning and food aid services. Monitor landlord obligations on the implementation of Occupational Health and Safety requirements.

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

POST 28/05: DIRECTOR: CORPORATE COMMUNICATIONS REF NO: COO05/2019

SALARY: R1 057 326 per annum (all-inclusive SMS remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognised three year Bachelor’s Degree/ Advanced Diploma in Journalism/Communications (at NQF 7) or an equivalent relevant qualification; A minimum of 5 years’ experience at a middle/senior management level in a relevant field; 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, 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.

DUTIES: Manage the development and implementation of the department’s editorial and publications programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage the creation of advertising, advertorial, awareness-raising and marketing collateral for various campaigns across multiple channels and mediums. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various digital platforms.

ENQUIRIES: Mr A Modise Tel No: (012) 399 9943

POST 28/06: DIRECTOR: ATMOSPHERIC POLICY, REGULATION AND PLANNING REF NO: CCAQ04/2019

SALARY: R1 057 326 per annum (all-inclusive SMS remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s Degree in Environmental Science/Environmental Management/Environmental Engineering (NQF7) plus a minimum of five years middle management experience in the field of air quality management. A post graduate qualification and/or specialist qualification relating to air quality management will serve as an added advantage. Specialist knowledge of Government’s environmental quality and protection-related policies, priorities and strategies air quality matters and air quality management in particular components of the air quality governance cycle as described in the 2007 National Framework for Air Quality Management with respect to national policy, strategy and legislation. General Knowledge of: All environmental issues, especially those relating to the air Planning and budgeting methodologies Business and project plan monitoring and reporting methodologies. General management practices.

DUTIES: The Department of Environmental Affairs is looking for a dynamic senior manager with an air quality management background to lead the Atmospheric Policy, Regulation and Planning Directorate. In addition to carrying out standard management functions, the successful applicant will ensure that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. To this end, the successful applicant will be responsible for the following key performance areas: National policy, legislation, regulation, development and review, Atmospheric Norms and Standards, Air Quality Management Planning, Priority Area Planning and Review; and, Ensuring that all governmental interactions in respect of air and atmospheric quality are informed by technical information of the highest quality standards.

ENQUIRIES: Dr T Khumalo Tel No: (012) 399 9187