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: 16 September 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 Environment 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.

OTHER POSTS

POST 31/19: IT GOVERNANCE MANAGER REF NO: COO12/2019

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

CENTRE: Pretoria

REQUIREMENTS: A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification. 3 – 5 years relevant experience. A thorough understanding of relevant legislations, best practices and frameworks. Project management and communication (written and spoken) skills. Knowledge of KING III and COBIT Governance framework. Must have ITIL and COBIT certification. TOGAF Certification will be added advantage.


ENQUIRIES: Ms N Dlamini Tel No: (012) 399 8725

POST 31/20: CONTROL BIODIVERSITY OFFICER GRADE A: BIODIVERSITY PLANNING AND STEWARDSHIP REF NO: BC05/2019

SALARY: R495 219 per annum

CENTRE: Pretoria

REQUIREMENTS: A four (4) year degree in Natural Sciences or equivalent relevant qualification. Six (6) years post qualification experience in the related field. An understanding of biodiversity management as it relates specifically to biodiversity planning,
including policies, strategies, programmes and the national legislative framework relevant to biodiversity management and planning. Knowledge of Finance, Planning and Project management. Good Communication Skills (verbal and written). Organising and planning, leadership, and coordination skills.

**DUTIES**

Coordinate and facilitate the implementation of the National Environmental Management: Biodiversity Act (NEMBA); with specific reference to the planning provisions of the Act; support the development of policies, legislation, strategies and tools relating to biodiversity planning; Liaise with relevant stakeholders on all biodiversity planning matters with specific reference to ecosystem conservation and management. Promote mainstreaming of biodiversity tools, processes and programmes into other sectors and provide inputs to Environmental Impact Assessments (EIAs) and associated policy tools. Provide scientific and technical support in coordinating the expansion of the conservation estate outside of protected areas including the implementation of biodiversity stewardship programme; Support the establishment of National Botanical Gardens. Provide scientific and technical support in conservation and management of ecosystems, including threatening processes for ecosystems and biodiversity offsets. Support the mainstreaming of biodiversity conservation into local government planning and decision making systems.

**ENQUIRIES**

Ms P Kershaw
Tel No: (012) 399 9585

**POST 31/21**

**CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE M&E MITIGATION RESPONSE ANALYSIS**

**REF NO:** CCAQ05 /2019

**SALARY**

R495 219 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A four (4) year degree in Natural Sciences or equivalent relevant qualification. Six (6) years post qualification experience in Climate Change and ozone or relevant field. Knowledge of Information management techniques, methodologies, systems and the latest technologies. Knowledge of the use of sophisticated information and communication technology; Scientific practise, procedures and protocols; Data and Information management techniques, Information and data synthesis techniques; Understanding of the emissions inventory database guidelines; Sound knowledge of Industrial and energy generation processes. Sound knowledge of data uncertainty and risk assessment. Understanding of environmental issues, especially those relating to climate change and Ozone layer protection. Knowledge and understanding of Government’s environmental quality and protection related policies, priorities and strategies. Sound organising and planning skills. Exceptional scientific report writing skills. Good communication skills.

**DUTIES**

Quantify effects and co-benefits of climate change mitigation actions. Prepare Biennial Update Report (BUR) chapters for mitigation response and climate finance. Develop and implement Monitoring, Reporting and Verification (MRV) guidelines for climate change mitigation actions. Compile and oversee the development of the annual climate change indicators report. Oversee annual data collection and populate the M&E system with the latest information on climate change mitigation actions and climate finance information.

**ENQUIRIES**

Ms R Molotsoane
Tel No: (012) 399 9147

**POST 31/22**

**SENIOR LEGAL ADMINISTRATION OFFICER MR6: LAW REFORM**

**REF NO:** LACE03/2019

**SALARY**

R473 820 per annum

**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, Constitutional law and Administrative law. Experience in drafting legislation both primary and subordinate legislation. An ability to analyse and comment on draft legislation, and understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation, good analytical and legal 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 timeframes are essential.
DUTIES: Supervision of and quality control of work done by lower level officials. Draft legislation and comment on policies and draft legislation. Provide legal support relating to the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant law of general application such as the Constitution and Promotion of Administrative Justice Act, 2000. Taking Bills through Parliament and assist in the Cabinet and Parliamentary processes. Draft or provide input on ministerial submissions and Ministerial briefings, draft responses to media queries and parliamentary queries. Provide legal support in meetings. Candidates may be required to do a written test.

ENQUIRIES: Mr R Netsianda Tel No: (012) 399 8871

POST 31/23: SENIOR LEGAL ADMINISTRATION OFFICER MR6: LAW REFORM AND APPEALS REF NO: LACE 04/2019

SALARY: R473 820 per annum (Total package)

CENTRE: Cape Town

REQUIREMENTS: LLB degree coupled with at least 8 years post qualification experience. Experience in the provision of legal services. Knowledge of environmental law, Constitutional law and Administrative law. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. Good research, analytical, drafting skills, presentation and listening skills. Must have an eye for detail and an ability to supervise and guide subordinates. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures. Excellent written and verbal communication skills in English. Must be able to travel and must have a driver’s license and be able to work after hours or over weekends when necessary. Good negotiating skills.

DUTIES: Supervising of and quality control of work done by lower level officials. Provide legal support in the field of integrated environmental management. Interpreting legislation. Providing legal advice and legal opinions in respect of the implementation of environmental legislation or the implications of draft legislation on environmental law, particularly in respect of the Oceans and Coasts and Environmental Programmes branches of the Department. Drafting and vetting of primary and subordinate legislation. Provide legal support at meetings. Legal research. Represent the Department at committees and meetings. Comment on draft legislation received from other Departments. Input into media statements or respond to media or parliamentary queries. Taking Bills through Parliament and assisting in the Cabinet and Parliamentary processes. Drafting and vetting correspondence. Responsible for ensuring that work complies with the timelines and prescripts set by the legislation and departmental service standards. Administer and provide legal support in respect of internal appeals and conduct research, analyze information and advice and draft appeal decisions for the Minister. Provide assistance during judicial review proceedings related to Departmental legislation or internal appeals, including inputs into court papers and consultation with counsel.

ENQUIRIES: Adv N.Vink Tel No: (021) 8192417

NOTE: People with disabilities are encouraged to apply. Candidates will be required to write a written test.

POST 31/24: WEB ADMINISTRATOR: ELECTRONIC COMMUNICATION REF NO: COO13/2019

SALARY: R316 791 per annum

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s degree Degree/National Diploma in Communication Studies (Journalism, Public Relations, etc), Web Design, Multimedia or equivalent relevant qualification. Minimum of 3 years’ experience in managing content of a website backed by considerable knowledge and understanding of HTML, CSS and website design in general. Image editing and minimum graphic design skills. Experience in the use of CMS. Knowledge of web design and content management principles. Understanding of Search Engine Optimisation (SEO). Sound editing skills, fluency in Apple Mac, communication and project management skills. Ability to upload documents on the website and the intranet, take videos, edit and upload on the website.
**DUTIES**

To maintain the Departments website and intranet through coordination of information through the following Key Performance Areas: Coordinate and upload information on the Departmental website and intranet. Develop web pages for Departmental events. Provide support on the development and improvement of the Departments website and intranet. Capture videos during Departmental events. Edit videos when required to do so. Provide support on the development and publication of all audio-visual material. Implement social media content plan.

**ENQUIRIES**

Ms M Tladi Tel No: (012) 399 9962

**NOTE**

All applicants will be required to go through a practical test related to the above requirements of the post.