**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

**OTHER POSTS**

**POST 32/06**

**ASSISTANT DIRECTOR: WETLANDS PROGRAMMES REF NO: EP9005/2019**

*(X2 POSTS)*

**SALARY**

R470 040 per annum (Total Package of R646 193)

**CENTRE**

Eastern Cape (X1 Post)

Kwa-Zulu Natal (X1 Post)

**REQUIREMENTS**

A recognized 3-year Bachelor’s degree / National Diploma in Natural Sciences/Development Studies or an appropriate equivalent qualification. Good knowledge and experience in Natural Resource Management (NRM) field. Extensive knowledge and experience in wetland conservation, management and wetland rehabilitation. Knowledge of Occupational Health and Safety (OHSAS). Knowledge and understanding of wetland related legislation (NEMA, NWA, CARA, NEMBA). Good understanding of office systems and processes. Knowledge of basic construction methods, GIS and remote sensing, environmental management plans, river restoration and dry-land erosion control. Must have good communication (verbal & written), strategic thinking & planning, project management, financial management, facilitation, auditing, presentation and problem solving skills. Must be exceptionally with computer use for planning, reporting, monitoring and evaluation purposes. Must possess a proactive approach to meeting tight deadlines, tracking budgets, managing contracts and delivering results with limited supervision. Must be in possession of a South African driver’s license.

**DUTIES**

The incumbent will be expected to develop operational plans for the provincial wetlands projects. This will be done with due consideration of other NRM Working for Water~ Programmes of the Department. The wetland planning entails developing detailed, scientific 5-year wetland management plans for respective provinces. Manage wetland rehabilitation planning processes, contribute to the maintenance of the national wetland inventory and develop management guidelines for all rehabilitated wetlands. Ensure that project implementation plans meet national norms and standards. Ensure the implementation of projects. Provide operational support and technical direction for the implementation of projects. Ensure that projects are managed in compliance with the programme’s “construction environmental management plans” and “projects implementation plans”. Monitor and evaluate wetland projects and approve annual rehabilitation plans and project implementation plans. Verify and approve monthly project progress reports and cluster reports submitted by implementers. Audit project activities against rehabilitation plan and enforce compliance with environmental authorization. Develop and maintain partnerships with stakeholders, government departments and organizations involved with wetlands in the province. Represent Working for Wetlands in relevant wetland forums and provide appropriate support. Provide extension and advocacy services and engage with land owners, wetland users, communities, government and civil society organizations in order to further wetland related objectives. Assist in coordinating the implementation of advocacy and awareness Programmes and activities. Ensure that projects comply with departmental branding requirements. Conduct research where identified and support project planning through the identification of research priorities, evaluation of research products and incorporation of outputs into operations. Support the development of tools, techniques and standards for wetland rehabilitation, protection and sustainable use. Be the single point of contact for working for Wetlands activities in the Province.

**ENQUIRIES**

Mr. U R Bahadur Tel No: (012) 399 8974/80

APPLICATIONS

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION

Human Resource Management

NOTE

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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE : 23 September 2019

POST 32/07 : LEGAL ADMINISTRATION OFFICER (MR5): LEGAL SUPPORT NEMA REF NO: LACE05/2019

SALARY : R373 389 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : LLB degree coupled with at least 8 years post qualification experience. Experience in the provision of legal services. Knowledge of environmental law, mining law, constitutional law and administrative law. Proven legislative drafting skills, an ability to interpret legislation, good analytical and research skills, good written and verbal communication skills in English, good drafting skills, good presentation skills, good negotiation 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 driver’s license and be able to work after hours or over weekends when necessary.

DUTIES : 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, litigation or the implications of draft legislation on environmental law. 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 and guidelines received from other Departments.

ENQUIRIES : Ms A van Reenen Tel No: (012) 399 96
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. 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. NB People with disabilities are encouraged to apply.

CLOSING DATE : 23 September 2019

POST 32/08 : PROJECT COORDINATOR REF NO: EP9007/2019 (X3 POSTS)

SALARY : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
CENTRE : Free State
REQUIREMENTS : An appropriate 3-year Bachelor’s Degree/National Diploma in Natural / Environmental Science. 3-5 Years’ experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control Sound project management skills, good communication skills and sound organisation and
planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver’s license and willingness to travel and work long hours with limited supervision.

**DUTIES**: Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

**ENQUIRIES**: Ms M Moyo Tel No: (051) 430 4837

**APPLICATION**: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**: Human Resource Management

**NOTE**: 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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**: 23 September 2019

**POST 32/09**: BIODIVERSITY OFFICER PRODUCTION GRADE A REF NO: EP9006/2019

**SALARY**: R276 828 per annum (Total Package of R411 763)

**CENTRE**: Cape Town

**REQUIREMENTS**: A recognized Bachelor’s Degree or National Diploma Environmental/Natural/Agricultural Science or equivalent qualification (with Botany, Zoology or Entomology as subjects). Experience in the permitting of alien and invasive species. Knowledge on Natural Resources Management policies and procedure. Knowledge of alien species. Knowledge of Departmental procedures and prescript/policies. Knowledge of project management. Ability to work under pressure. Ability to work with difficult people.

**DUTIES**: Process permit applications for alien and listed invasive species in order to ensure compliance with international and national bio-security obligations and responsibilities, in terms of the NEMBA: Alien and Invasive Species Regulations. Serve as the first contact point for external and internal clients with regard to alien and invasive species import authorisations. Conduct risk assessments for listed invasive species as well as alien species with invasive potential. Conduct literature searches to ensure correct scientific names are allocated to import permit applications. Co-ordinate and participate in multi-lateral interactions to facilitate the implementation of the NEMBA AIS Regulations and associated norms and standards. Liaise and give advice to stakeholders pertinent for the permitting of alien and invasive species. Establish and maintain a register of all permits, including integrated permits, issued by Issuing Authority and all risk assessments that have been carried out in terms of sections 65(2) and 71(2) of the National Environmental Management: Biodiversity Act, 2004.

**ENQUIRIES**: Mr. K. Nelukalo Tel No: (021) 441 2812

**APPLICATIONS**: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
FOR ATTENTION: Human Resource Management
NOTE: 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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE: 23 September 2019

POST 32/10: BIODIVERSITY OFFICER PRODUCTION GRADE A: PROTECTED AREAS LEGISLATION AND MANAGEMENT REF NO: BC06/2019

SALARY: R272 739 per annum
CENTRE: Pretoria
REQUIREMENTS: A National Diploma in Natural/Environmental Sciences or equivalent relevant qualification. A minimum of 1-year experience in Biodiversity Management related activities. Good knowledge of Policy and legislative framework governing Protected Areas Management. Ability to develop & interpret policies. Ability to conduct research, gather and analyse information. Ability to work independently and in a team. Ability to work efficiently under pressure. Conflict management and resolution. Good understanding of Geographic Information System (GIS) and online computer systems will serve as an added advantage.

DUTIES: Assist in the development of policy and legislation for protected areas to ensure the protection of species and ecosystems. Monitor the implementation of NEMPA and its sub-ordinate legislation. Assist in monitoring the protected area management authorities and provide technical support in the review of management plans for national protected areas. Ensure sound corporate governance and oversight to SANPARKS. Provide support in the review of applications for listed activities in protected areas.

ENQUIRIES: Ms A Dana-Mfikili Tel No: (012) 399 9830
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. 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: 23 September 2019

POST 32/11: SENIOR PROVISIONING ADMINISTRATION CLERK: PAYMENTS REF NO: CFO12/2019

SALARY: R208 584 per annum (R328 960 all-inclusive package)
CENTRE: Cape Town
REQUIREMENTS: Grade 12 Senior Certificate plus a minimum of 1-2 years’ relevant experience in Procurement, Administration, and LOGIS. Computer literacy (Excel, Ms Word).
Knowledge of Procurement procedures and SCM policies. Good communication skills (written and verbal). Compiling performance reports. Ability to work under extreme pressure, sense of responsibility and loyalty. Ability to work individually and in a team.

**DUTIES**: Process Invoices for Payments, record order document in to the invoice register book, capture Simultaneous Receipts (SR’s) on selection RCRI and sign documents, verify if the invoice amount and order amount corresponds, complete reconciliation sheet for all partial payments. Ensure that invoices are paid within 30 days after receipts of invoice to SCM Director. Compile payment reports, complete the monthly payment report accordingly with regards to relevant Branch. Administer payment register and Invoice Tracking System, updating of invoice on tracking System. Expedite Invoices and reconciliation statements, file creditor statements and proof of payments and give feedback to suppliers and internal clients about status of payment, if paid sent stub to relevant service providers.

**ENQUIRIES**

Ms. N Mabece Tel No: (021) 814 8322

**APPLICATIONS**

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**

Human Resource Management

**NOTE**

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. 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. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**

23 September 2019