DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

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: 07 October 2019

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver’s license is requirement, a certified copy must be attached 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.

OTHER POSTS

POST 34/19: DEPUTY DIRECTOR: FRAUD AND ETHICS PREVENTION REF NO: COO11/2019

SALARY: R733 257 per annum (All-inclusive MMS package)

CENTRE: Pretoria

REQUIREMENTS: A recognized 3-year Degree/National Diploma in Risk Management or relevant equivalent qualification. Minimum of 3 years’ experience in relevant field. Experience in the initiation, development and implementation of business continuity management, workshop facilitation and the ability to liaise at various levels of an organisation. Knowledge: Technical application of risk management concepts and principles, concepts of Control and Corporate Governance, risk management standards and procedures, financial policies and related legislation (PFMA and Treasury Regulations), Fraud prevention policies and related legislation (Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000), and business processes. A good understanding and working knowledge of IT systems, Investigative, computer literacy, written (inclusive of report writing and verbal), facilitation, presentation, interpersonal relations, and communication, and problem solving skills.

DUTIES: The successful candidate will be responsible to effectively and efficiently manage ethics and fraud within the Department with regards to the following Key Performance Areas: Effectively and efficiently manage ethics and fraud within the Department Conduct investigations on fraud and corruption allegations Facilitate effective and efficient development of fraud management frameworks. Management of fraud risk Ethics Management.

ENQUIRIES: Mr K Manda Tel No: (012) 399 9902

POST 34/20: CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO14/2019

SALARY: R495 219 per annum (OSD)

CENTRE: Joe Gqabi District Municipality (Northern Cape)

REQUIREMENTS: A recognized 4-year Bachelor’s degree in Environmental or Natural Science or equivalent qualification as well as training in project management. The applicant should have at least 6 years post qualification experience in related field. Experience in Community Facilitation and Development; Government Planning processes (especially Local Government Planning) and Spatial Planning; interacting with Provincial and Local Authorities; in-depth knowledge of
Environmental Legislation and its application, Project Management, Intergovernmental Relations and Expanded Public Works Sound computer literacy, communication (verbal and written), interpersonal, coordination and stakeholder management, organizational, and facilitation skills Good understanding of government planning processes The successful candidate must have a valid driver’s license.

**DUTIES**
- Support all departmental programmes/activities aimed for the municipalities.
- Support Environmental Planning/ Management in the municipalities: facilitate the development of environmental sector plans in the municipalities; advice the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate; facilitate capacity building initiatives for the municipalities Support municipal planning process and forums/structures: participate in the municipal planning processes such as Integrated Development Planning and ensure the integration of environmental priorities Support the implementation of Social Responsibility Programmes: support the project identification; planning; implementation and monitoring and evaluation; facilitate stakeholder engagement in projects.

**ENQUIRIES**
Mr V Baloyi Tel No: (012) 399 9940, Ms S Dumalisile Tel No: (012) 399 9938, Ms. E Kodisang Tel No: (012) 399 9939; Mr L Dombo Tel No: (012) 399 9937

**POST 34/21**
PROVINCIAL PROJECT ADMINISTRATOR REF NO: EP13/2019

**SALARY**
R316 791 per annum

**CENTRE**
East London (Eastern Cape Province)

**REQUIREMENTS**
An appropriate three-year Bachelor degree in Public Administration or equivalent qualification (NQF level 06) The applicant should at least have two (2) 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, multi-tasking, self-supervision A valid code B driver’s license, willingness to travel extensively and work extended hours 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 filling 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 F Dlulane Tel No: (012) 399 9706

**POST 34/22**
ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COMPLIANCE BIODIVERSITY AND CONSERVATION REF NO: LACE02/2019 (X2 POSTS)

**SALARY**
R272 739 per annum. (OSD)

**CENTRE**
OR Tambo International Airport

**REQUIREMENTS**
National Diploma in Natural/ Environmental Science or equivalent qualification. 1 – 2 years’ experience required in a relevant field knowledge of biodiversity compliance and enforcement experience or knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act (NEMPAA) and associated regulations and norms and standards Government’s environmental quality and protection related legislation and regulations Good understanding of environmental legislation Knowledge of government standard administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), good report writing skills, project management, conflict management skills,
good interpersonal relations, good organization and planning management A valid Driver’s License.

**DUTIES**
Plan and coordinate national activities/joint operations on compliance monitoring. Conduct compliance inspections of the provisions of the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards Maintain and administer compliance monitoring information management and reporting system pertaining to import and export requirements/control Participate in the implementation of compliance and enforcement measures to protect biodiversity Work closely with other organs of state and conservation agencies. Provide technical support to the Sub-directorate. Provide technical support to all the Compliance and Enforcement projects Perform administrative related functions.

**ENQUIRIES**
Mr Sifiso Miya Tel No: (012) 399 8863

**POST 34/23**

**BIODIVERSITY OFFICER PRODUCTION GRADE A: THREATENED OR PROTECTED SPECIES REF NO: LACE09/2019 (X2 POSTS)**

**SALARY**
R272 739 per annum (OSD)

**CENTRE**
Pretoria

**REQUIREMENTS**
National Diploma in Natural/ Environmental Science or equivalent qualification. 1 – 2 years working experience in environmental investigations, specifically in dealing with biodiversity related contraventions or general law enforcement and investigations A certificate in Environmental Management Inspector will be an added advantage Knowledge and understanding of criminal law, criminal procedure and administrative law Understanding of biodiversity law and the application thereof within the environmental compliance and enforcement discipline Good interpersonal and communication skills; willingness to travel Computer literacy with experience in Microsoft Office, Internet and email A valid driver’s license.

**DUTIES**
Assist with investigation and enforcement operations in relation to biodiversity legislation Assist with the institution of criminal proceedings against offenders. Assist with the compilation of dockets Compile supporting documents relevant to case docket, e.g charge sheets, etc Consult with prosecutors, police and other enforcement stakeholders Liaise with other directorate, provincial departments and local municipalities, external experts’ stakeholders and/or consultants as well other government institutions Draft and execute administrative enforcement notices Carrying out the function of an environmental management inspector (EMI).

**ENQUIRIES**
Mr E. Swart Tel No: (012) 399 9467