# ANNEXURE F

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

### 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

### CLOSING DATE

28 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 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.

### OTHER POSTS

#### POST 36/62

**ENVIRONMENTAL OFFICER CONTROL GRADE A: INTEGRATED ENVIRONMENTAL MANAGEMENT (CAPACITY AND SUPPORT)**

**REF NO:** LACE07/2019

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<th>SALARY</th>
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<td>CENTRE</td>
<td>Pretoria</td>
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**REQUIREMENTS**

A Four (4) year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. A thorough knowledge and experience of the National Environmental Management Act, as amended. A thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and its amendments. Experience in Integrated Environmental Management tools/instruments training is essential. A thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid driver’s licence and the ability to undertake long journeys alone.

**DUTIES**

Coordinate training for all Competent Authorities on integrated Environmental Management (IEM). Develop and manage an annual training program for all Departments associated with implementing Chapter 5 of NEMA. Develop training material and conduct training on IEM instruments. Monitor and update "the plan for addressing challenges and needs requirements for the environmental sector" on an annual basis. Provide inputs into environmental related legislation and policies.

**ENQUIRIES**

Ms Sibusisiwe Hlela Tel No: (012) 399 9322

#### POST 36/63

**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: NATIONAL INFRASTRUCTURE DEVELOPMENTS**

**REF NO:** LACE08/2019 (X2 POSTS)

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**REQUIREMENTS**

Honours Degree in Environmental Management/Science or related filed. Must have a minimum of 2 years’ experience in processing applications for Environmental Authorisations and S24G applications and is currently involved in the EIA sector. A thorough knowledge and experience of the National Environmental Management Act, as amended. A thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and its amendments. A thorough knowledge of S24 of NEMA. A thorough knowledge...
of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an advantage. Attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organisational, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid driver’s licence and the ability to undertake long journeys alone.

**DUTIES**: Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections. Assist in administration and monitoring compliance with environmental authorisations. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.

**ENQUIRIES**: Ms Nyiko Nkosi Tel No: (012) 399 9392

**POST 36/64**: ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION

**REF NO**: EP14/2019 (X2 POSTS)

**SALARY**: R376 596 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate 3-year Bachelor’s Degree/National Diploma in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research Experience in project management and monitoring and evaluation (minimum two years), database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users’ needs. Extensive experience in conducting social research (minimum two years) from both public and or private Knowledge of GWM&E Programme Performance Management Framework. Demonstrated report-writing skills. Experience in applying Monitoring and Evaluation principles in social research. Good analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver’s license.

**DUTIES**: Participate in the conducting of Monitoring and Evaluation studies within the branch. Generate, customize and communicate reports to the relevant stakeholders. Participate in the process of coordinating the implementation of recommendations from various Monitoring and Evaluation reports. Responsible for the development of the M&E newsletter(s). Contribute in the process of reviewing Monitoring and Evaluation Framework and the 3 year M&E plans. Responsible to supporting the regions with data verification and provision of feedback on a regular basis. Preparation of branch monthly/quarterly performance reports. Supporting the branch as and when required.

**ENQUIRIES**: Mr N Sithole Tel No: (012) 399 9746