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: 28 October 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, Forestry and Fisheries 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 whose 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. The Department reserves the right not to make an appointment.

OTHER POSTS

POST 36/65: DEPUTY DIRECTOR: SECURITY SERVICES REF NO: COO15/2019

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized three-year Degree/Diploma in Security or relevant equivalent qualification. Minimum of 3 years' experience in Security Management or related field. Sound knowledge of MISS, MPSS and hierarchy and management structure of the Department. Good coordination, organizational and planning, Communication (written and spoken), contract management, interpersonal relations, interpersonal relations, conflict management and resolution, security management, report writing and organizational skills. Ability to work long hours voluntarily, gather and analyses information, develop and apply policies, work independently and in a team, lead multidisciplinary team, work under extreme pressure, organize and plan under pressure, collect and interpret information and reports.

DUTIES: Ensure physical security appraisals is conducted in the Department Consult with SAPS in compliance with the MPSS. Conduct security Threat and Risk Assessment (TRA) as per the MISS and MPSS. Draft recommendations on risk assessment reports and physical security appraisals for approval. Implement approved recommendations in the Department Monitor compliance of implemented recommendations Implement the MISS Policy framework. Ensure that all classified documents are stored in safes/steel cabinets. Develop, review, implement the Security policy and access control directives. Conduct security training and awareness for all security officials. Conduct awareness session of security policy and access control system to staff. Ensure awareness to employees and relevant contractors and consultants of the institution, about the security policy and directives. Evaluate reports on losses of departmental property and security breaches. Compile reports on cases investigated. Conduct security planning meeting prior to event.

ENQUIRIES: Mr V Naidoo Tel No: (012) 399 – 8537
**POST 36/66:** ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: CLIMATE CHANGE M&E GHG INVENTORY AND SYSTEMS REF NO: CCAQ08 /2019

**SALARY:** R402 045 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** Honours Degree in Environmental Management/Sciences or relevant fields. A minimum of three (3) years’ experience required in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Knowledge of atmospheric chemistry and industry process applications. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development, Carbon finance etc. Knowledge of South Africa’s greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse information. Ability to conduct greenhouse gas emission reviews. Ability to conduct social economic analysis Programme and Project Management Communication skills (written and spoken) Computer Literacy.

**DUTIES:** Coordinate all data collection efforts on greenhouse gas emission sources in South Africa. Administer and Maintain the National GHG Inventory Management System (NGHGIS) for South Africa. Collate GHG Inventory data for the Energy, Waste, Industrial Processes and Product Use (IPPU) and Agriculture, Forestry and Land Use (AFOLU) sectors; Implementation of the GHG Improvement programme. Administer the national GHG emissions reporting programme for South Africa. Provide end user support and training to GHG reporting entities on reporting requirements. Developing and updating standard operating procedures relating to the various aspects of the GHG emissions reporting system. Compile the National GHG Inventory for South Africa.

**ENQUIRIES:** Ms S Mashele Tel No: (012) 399 9195

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**POST 36/67:** SENIOR HUMAN RESOURCE PRACTITIONER: EXECUTIVE DEVELOPMENT REF NO: COO17/2019

**SALARY:** R316 791 per annum (excluding benefits)

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate three-year National Diploma in Human Resource Development or equivalent relevant qualification plus minimum of 2 years’ relevant experience. Knowledge of administrative procedures, Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act. Good coordination, organisational and planning, interpersonal relations, communication (written and spoken), and report writing skills. Ability to work long hours voluntarily, independently and in a team, gather and analyse information, develop and apply policies, lead multidisciplinary team, work under extreme pressure, organize and plan under pressure, and collect and interpret information and reports.

**DUTIES:** The successful candidate will be responsible to coordinate skills development, career planning and execution of learning systems for senior managers with regards to the following Key Performance Areas: Coordinate and implement executive coaching. Coordinate and implement executive development learning interventions. Coordinate and implement learning network sessions. Coordinate and implement induction programme (Project Khaedu).

**ENQUIRIES:** Mr J Ngoepe Tel. No: (012) 399 8692

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**POST 36/68:** SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING & EMPLOYEE RELATIONS REF NO: COO18/2019

**SALARY:** R316 791 per annum (excluding benefits)

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognized three-year National Diploma in Labour Relations or equivalent relevant qualification plus a minimum of two (2) years’ relevant experience. Possession of Introduction to PERSAL training Certificate. Knowledge of disciplinary code and procedures, grievance procedures, Mediation and Arbitration Conflict resolution, Sound organising and planning, interpersonal, computer literacy, coordination, organisational and planning, communication (written and spoken) and report writing skills.

**DUTIES:** The successful candidate will be responsible to provide support and advice to the Department on Labour Relations matters with regards to the following Key...

ENQUIRIES: Ms T Zitha Tel No: (012) 399 – 8678


SALARY: R272 739 per annum (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: A National Diploma in Environmental Management or Natural Sciences a minimum of a year experience in biodiversity management including protected Areas issues. Knowledge of environmental legislations, policies, programmes and international instruments. Knowledge of biodiversity conservation and its challenges. Knowledge of database and information management. Ability to communicate to staff and stakeholders. Ability to work independently and in a team. Good interpersonal relations skills. Conflict management and resolution. Ability to write effective and professional reports. Ability to organise and plan under pressure. Computer literacy, GIS will be an added advantage must be in possession of driver's license.

DUTIES: Maintenance of an information management system of protected areas in South Africa. Ensure effective compliance to legislative requirements for declaration of protected areas in South Africa. Provide support to the implementation of international agreements. Liaise with both clients and authorities in a professional manner on issues affecting protected areas. Provide technical advice to senior staff members in protected areas, and rendering land administration of national protected areas.

ENQUIRIES: Mr E Nemukula Tel No: (012) 399 9556