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: 11 November 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 38/12: ENVIRONMENTAL OFFICER CONTROL GRADE A: NATIONAL INFRASTRUCTURE PROJECTS REF NO: LACE10/2019

SALARY: R495 219 per annum (OSD)

CENTRE: Pretoria

REQUIREMENTS: 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Extensive EIA experience and currently involved in the EIA sector, with some experience in management position in the EIA field. Working experience in the administration and review of EIA’s and the dynamics of EIA administration systems. Thorough knowledge and experience of the National Environmental Management Act, as amended, in particular S24G and National Environmental Management: Waste Act. Thorough knowledge and experience of EIA Regulation, Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Advance computer literacy skills and relevant experience. Project management skills, report writing skills and good communication skills (written, oral and graphic) are essential. Applicants must be able to work individually and in a team environment and must have the ability to work under pressure without supervision of a manager. Applicants must be willing to travel extensively. A valid Driver’s License.

DUTIES: Administer the environmental authorisation system in terms of NEMA and NEMWA, related to all national developments. Review EIA reports and recommendations made by Case Officers, Establish and or maintain relationships with key stakeholders (via monthly or regular meetings or forums). Manage, respond and/or delegate queries from National Stakeholders. Manage, guide and advise Control Environmental Officers and Case officers. Facilitate in pre-application consultations/meetings with National Stakeholders. Administer and review all National Applications. Implement and promote integrated environmental decision making. Develop, Implement, maintain and promote the development of decision support processes. Review and /or provide technical input to Appeals Response Reports. Support Regulatory Services with compliance monitoring and enforcement. Participate in environmental monitoring committees (EMC) or environmental liaison committees (ELC)/Authority Committees (AC) for EIA authorisations issued. Respond to PAIA requests, Ministerial and Parliamentary.

ENQUIRIES: Mr Vusi Skosana Tel No: (012) 399 9362
POST 38/13 : ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE OCEANS AND COASTS REF NO: LACE13/2019

SALARY : R495 219 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Working knowledge and experience in conducting environmental audits/compliance inspections is a must. Proven report writing and excellent communications skills. Knowledge of National Environmental Management Act (NEMA) and related Specific Environmental Management Acts (SEMs). Knowledge of government standard administrative procedure and policies. Leadership, project management, computer skills, good interpersonal relationship, co-ordination of inspections, communication and analytical thinking. A valid driver’s licence.

DUTIES : Planning and monitor compliance with conditions of EAs and decisions and audit SANAP operations and activities in Antarctica and PEIs. Responding to environmental complaints and incidents. Provide inputs into EIA decisions and other SANAP environmental management policies. Coordinate functions of the overwintering Team ECOs on Marion Island (annual contract workers). Implement NEMA/PEP provisions and EIA regulations/CEP guidelines, and application of EIA systems. Implement EIM components of Antarctic and PEIs' Treaties, Protocols and related Legislation. Generating inspection and feedback reports by determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Records management. Provide support to other Compliance and Enforcement projects.

ENQUIRIES : Nketu Lesejane Tel No: (012) 399 8791

POST 38/14 : ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INVASIVE ALIEN SPECIES: ENFORCEMENT (INTERNAL CONTROL) REF NO: LACE14/2019

SALARY : R402 045 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : Honours Degree in Environmental Management/ Science or natural sciences or related field plus extensive and relevant competent compliance and enforcement experience in dealing with natural resources especially related to alien and invasive species. Experience in natural resource management together with relevant technical knowledge in the prevention and/or control of invasive and alien species. A Certificate in Environmental Management Inspector will be an added advantage Experience in or knowledge of alien and invasive species regulations related investigations and enforcement, Ability to compile case dockets with legally admissible evidence, including recording all progress in the investigative diary. Ability to draft legal defensible administrative notices, directives. Knowledge of the provisions of the National Environmental Management Act (NEMA) and National Environmental Management: Biodiversity Act (NEM: BA) Good interpersonal and communication skills. Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy with experience. A valid driver's licence.

DUTIES : Criminal investigations and administrative enforcement in relation to invasive alien species within the country. Drafting of enforcement strategies to inform actions to be taken. Drafting of legal documents, notices, affidavits, charge sheets, plea and sentence agreements. Obtain warning statements from suspects, open criminal cases to prosecute offenders. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Liaise with Directorate: Litigation and other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions. Implement the directorate’s filing system efficiently. Implement relevant SOPs and guidelines. Participate in EMI events, training and projects. Assist in responding to both Parliamentary and Media queries. Develop and facilitate the implementation of national policies, strategies and programmes relating to the compliance and enforcement with the AIS regulations. Compile and submit monthly reports to the supervisor and perform other administrative and related functions.

ENQUIRIES : Sonja Meintjes Tel No: (012) 399 9597
POST 38/15: SENIOR HUMAN RESOURCE PRACTITIONER: SERVICE BENEFITS AND CONDITIONS REF NO: COO21/2019

SALARY: R316 791 per annum (excluding benefits)
CENTRE: Pretoria
REQUIREMENTS: An appropriate three-year Bachelor’s Degree/Diploma in Human Resources/Development or equivalent qualification plus minimum of 2 years’ experience in Service Benefits and Conditions. Successful completion of eLearning course in Ethics in the Public Service will be an added advantage. Good communication (verbal and written), planning, analysing, organizing and problem solving skills. Computer literacy and thorough knowledge of PERSAL system. Thorough knowledge of and ability to interpret and give advice on government legislation, Regulations and Human Resource policies. Good knowledge of human resource procedures and practices in the Public Service.

DUTIES: The successful candidate will be responsible to implement HR policies, Collective Agreements and Directives on Service Benefits and Conditions and ethics management through the following Key Performance Areas: Implement service benefits such as leave, allowances, medical assistance, long service recognition and injury on duty. Implement and monitor the financial disclosures and other remunerative work. Provide human resource information and knowledge management services. Implement the incapacity leave an ill-health retirement (PILIR) process.

ENQUIRIES: Mr SS Ntuli; Tel No: (012) 399 8649

POST 38/16: PROVISIONING ADMINISTRATION OFFICER ASSET MANAGEMENT REF NO: CFO13/2019 (X2 POSTS)

SALARY: R257 508 per annum
CENTRE: Pretoria
REQUIREMENTS: A National Diploma in Supply Chain Management or an equivalent qualification in a related field plus a minimum of 2 years’ experience in Asset Management or related field. Understanding of asset management and administration procedures. Insight of procurement procedures; Supply Chain Management; Government procedures policies and legislation as well as DEA policies. Ability to work under pressure. Ability to be able to work in a team and individually. Ability to deal with difficult clients. Knowledge of Logis Computer literacy. A valid Code 8 drivers’ license.

DUTIES: Administer the maintenance and updating of asset register. Check and verify all transactions on LOGIS. Ensure that all assets are correctly recorded in the asset register. Check and verify receipts, movement and allocation of barcode numbers. Conduct quarterly spot checks and annual asset verification. Compile annual verification programme. Authorise disposals of redundant/obsolete furniture and equipment. Check and verify that all assets for disposal are captured into the disposal report (RQ013) for presentation to the disposal committee. Administration of theft/losses and damages assets.

ENQUIRIES: Mr Y Mbunjana Tel No: (012) 399 8812