### OTHER POSTS

**POST 41/15**: ENVIRONMENTAL OFFICER CONTROL GRADE A: IEA SECTOR GUIDELINE DEVELOPMENT SUPPORT REF NO: LACE15/2019

**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. Experience in the review of Environmental Impact Assessments (EIAs) is essential. Sound interpersonal skills. Sound planning and organizational skills. Computer literacy. Good verbal and written communication skills. Project Management and experience is essential. Good understanding of environmental legislation specifically the National Environmental Management Act, Act 107 of 1998 and the Environment Conservation Act, Act 73 of 1989. Proven management and administrative abilities. A valid driver’s license.

**DUTIES**: The successful candidate will be required to facilitate development, implementation and standardization of Sector Guidelines. Provide assistance and support in matters pertaining to human and financial resources required in order to optimize the implementation of IEA Guideline Development Support. Facilitate consultation and coordination with relevant stakeholders within the IEA Guideline Development operations. Provide support in the development of capacity to ensure efficient implementation and administration of IEA legislation and Regulations. Provide technical support to identified projects related to IEA Guideline Development Support.

**ENQUIRIES**: Mr Khanyiso Mtolo Tel No: (012) 399 8848

**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**: Human Resource Management

**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.

**CLOSING DATE**: 02 December 2019

**POST 41/16**: ENVIRONMENTAL OFFICER CONTROL GRADE A: EMI LEGAL AND TECHNICAL SUPPORT REF NO: LACE16/2019

**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. Extensive knowledge and experience in the rehabilitation of these systems. A proven track record of scientific publications in reputable journals. Experience in providing expert evidence in the criminal courts. Knowledge of environmental policies, legislation, international instruments, which are relevant to the aquatic sciences. Understanding of the environmental law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to environmental compliance issues with a particular focus on the aquatic sciences. Excellent written and verbal communication.
skills, particularly with regard to drafting of expert opinions which supports the work of Environmental Management Inspectors across the Inspectorate. The ability to interact with and provide assistance to a wide range of stakeholders, as well as an understanding of intergovernmental relations and co-operative governance. Leadership, analytical, problem-solving and negotiation skills. Information management and computer literacy skills. A service-orientated approach and ability to work efficiently and effectively under pressure. Ability to work independently, or as part of a team. Must be able to work under pressure and conform to deadlines determined by supervisor. Must be in position to travel extensively and be away from head office for extended periods of time. Valid Code B driver’s license.

**DUTIES**

Support the work of Environmental Management Inspectors by undertaking site inspections in order to produce expert evidence during administrative and criminal enforcement processes. Provide reactive legal and technical support and advice to the Environmental Management Inspectorate particularly in the area of aquatic systems. Provide proactive legal and technical support and advice to the National Prosecuting Authority in order to support the work of the Environmental Management Inspectorate particularly in the area of wetland (aquatic) systems. Build national compliance and enforcement capacity within the Environmental Management Inspectorate as well as provide technical support in the area of the aquatic sciences to other Branches within the Department. Carry out the function of an environmental management inspector (EMI). Must be flexible in order to understand the importance of aquatic processes within the Environmental Impact and Pollution, Biodiversity and Conservation as well as the Oceans and Coast space. Develop a strategic plan focusing on areas of high conservation value which requires compliance and enforcement action to achieve the necessary conservation objectives. Carrying out inspections of facilities targeted for strategic, proactive inspections. Preparing effective and legally defensible directives, notices and legal correspondence and assisting in the drafting of enforcement court applications on behalf of the Department, where necessary. Vetting of inspection reports following the strategic, proactive inspections. Utilise the Information Management System to effectively manage investigations and progress.

**ENQUIRIES**

Mr Mark Jardine Tel No: (012) 399 9497

**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**

Human Resource Management

**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. Individuals who have no experience in providing relevant expert opinions in support of criminal and/or administrative enforcement processes that are instituted by Environmental Management Inspectors will not be considered for this position.

**CLOSING DATE**

02 December 2019

**POST 41/17**

CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: COO19/2019

**SALARY**

R495 219 per annum (OSD)

**CENTRE**

Nkangala District Municipality (Mpumalanga)

**REQUIREMENTS**

An appropriate Bachelor’s Degree in Environmental or Natural Science or equivalent relevant qualification. The applicant should at least have six (6) years’ post qualification experience in the field of environmental planning, management and governance with a special focus Local Government. In-depth knowledge of appropriate legislation governing environmental management
and municipalities (their applications and relevant sector plans). Relevant experience in Local Government planning, spatial planning, project management, community facilitations, intergovernmental relations, expanded public works programme and government planning processes. The following skills will serve as recommendations, computer literacy, interpersonal, coordination and stakeholder management, organizational, good communication skills (verbal and written), facilitation and coordination. The successful candidate must have a valid driver’s license.

**DUTIES**

Facilitate and coordinate Environmental Planning/ Management in the municipalities which include development or review of environmental sector plans in the municipalities. Advice the municipalities on municipal mandates in line with different environmental legislations and their application. Conduct municipal capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate and identify relevant interventions to address identified gaps which include capacity building initiatives for the municipalities. Facilitate and coordinate overall governance structures/processes in the municipalities. Participate in the municipal planning processes such as Integrated Development Planning and ensure the integration or mainstreaming of environmental priorities. Support the implementation of Expanded Public Works Programmes which include project identification/conceptualization, planning, implementation, stakeholder engagement and monitoring and evaluation.

**ENQUIRIES**

Mr. Langanani Dombo Tel No: (012) 399 9937; Mr. Vernon Baloyi Tel No: (012) 399 9940; Ms. Siphokazi Dumalisile Tel No: (012) 399 9938; Ms. Evodia Kodisang Tel No: (012) 399 9939

**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**

Human Resource Management

**NOTE**

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**CLOSING DATE**

02 December 2019

**POST 41/18**

ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COORDINATION, STRATEGIC PLANNING AND REPORTING REF NO: LACE11/2019

**SALARY**

R402 045 per annum (OSD)

**CENTRE**

Pretoria

**REQUIREMENTS**

Honours Degree in Environmental Management/ Science or natural sciences or related filed. Attendance of environmental management or EIA courses and GIS skills will serve as added advantages. 2-3 years’ experience in the administration, review and evaluation of EIAs and the dynamics of EIA administration systems. Knowledge of sustainable development ideals and objectives. Thorough knowledge of integrated environmental management and its application. Thorough knowledge of and experience in the National Environmental Management Act, as amended, in particular S24. Thorough knowledge and experience of GN Regulations 982, 983, 984 and 985 and the amendments thereto. Currently involved in the EIA sector. Advanced computer literacy and relevant experience. Good communication skills (written, verbal and graphic). Good organising, planning and reporting skills. Problem solving and strategic thinking skills. The ability to work individually and in a team. The ability to work under pressure without supervision and to multitask. Willingness to travel extensively (long journeys) alone and a valid driver’s license.
DUTIES: Coordinate the collation of all EIA statistics for reporting purposes in the Chief Directorate: Integrated Environmental Authorisations (i.e. tracking EIA applications, drawing monthly, quarterly and annual reports as well as MTSF and FOSAD reports). Provide professional advice in respect of EIA decision-making. Implement approved systems, tools and Standard Operating Procedures (SOPs) related to Environmental Impact Management. Assist with the development of SOPs and internal systems. Internal and external liaison regarding EIA applications (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA EIA Regulations. Provide professional advice to the Director-General and the Minister on all enquiries and parliamentary questions related to EIA applications. Assist in the administration and monitoring of compliance with Environmental Authorisations issued; and provide inputs into environmental related legislation and policies.

ENQUIRIES: Mr Rhulani Kubayi Tel. No: (012) 399 8883

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: Human Resource Management

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.

CLOSING DATE: 02 December 2019

POST 41/19: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COORDINATION, STRATEGIC PLANNING AND SUPPORT REF NO: LACE12/2019

SALARY: R402 045 per annum (OSD)

CENTRE: Pretoria

REQUIREMENTS: Honours Degree in Environmental Management/ Science or natural sciences or related filed. Attendance of Environmental Management or EIA courses and GIS skills will serve as added advantages. 2-3 years relevant working experience. Experience in the administration and review of EIAs and the administration of EIA systems and tools will serve as an added advantage. Thorough knowledge of and experience in the National Environmental Management Act, as amended, in particular S24G of NEMA. Thorough knowledge and experience of GN Regulations 982, 983, 984 and 985 and the amendments thereto. Currently involved in the EIA sector. Advanced computer literacy and relevant experience. Good communication skills (written, verbal). Good organising, planning and reporting skills. Problem solving and strategic thinking skills. The ability to work individually and in a team. The ability to work under pressure without supervision and to multitask and Willingness to travel and a valid driver’s licence.

DUTIES: Administration of Environmental Impact Assessments (EIAs) and the EIA systems and tools used. Implementation and maintenance of approved systems, tools and Standard Operating Procedures (SOPs) related to environmental impact management. Provide input into the development of systems, databases and tools related EIA applications. Development and updating of EIA templates, SOPs and Reports. Compilation of Chief Directorate statistics and performance on a weekly, monthly and quarterly basis. Assist in the distribution and reporting of workloads. Screening of and acknowledgement of EIA, integrated, S24G and amendment applications and reports. Provide EIA administration support. Provide general office administration support. Correspondence and document management. Assist
in responding to media queries, Ministerial and Parliamentary questions; and
Internal and external liaison regarding applications for EIA applications
(communication with clients and stakeholders).

ENQUIRIES: Mr Rhulani Kubayi Tel No: (012) 399 8883
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: Human Resource Management
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.

CLOSING DATE: 02 December 2019

POST 41/20: ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SERVICE
BENEFITS AND CONDITIONS REF NO: COO23/2019

SALARY: R376 596 per annum (Total package of R532 814 per annum/ conditions apply)
CENTRE: Cape Town
REQUIREMENTS: An appropriate three-year Bachelor’s Degree/National Diploma in Human
Resources Management or equivalent related qualification plus a minimum
experience of 3 years in the field of Human Resources. Knowledge and
understanding of the Human Resource Management legislation and regulatory
framework, Public Service prescripts, HR practice and procedures as well as
Administrative procedures. Skills: Good communication (verbal and written),
organising, planning, research, analytical, coordination and stakeholder
liaison, project management and people management. Ability to interpret and
implement policies. Willingness to travel and work extended hours.

DUTIES: Coordinate, supervise and facilitate effective recruitment, shortlisting and
interviewing of competent human resources. Monitor effective Personnel
Suitability Checks and ensure placement of employees on PERSAL. Ensure
and provide support in terms of service conditions and benefits such as leave,
PILIR allowances, pensions, resettlement, medical assistance, overtime,
financial disclosures for SMS. Provide advice on all HR related matters.

ENQUIRIES: Ms S Nzwane Tel No: (021) 814 8091/Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS: Application must be submitted on a Z83 form with a copy of a comprehensive
CV, certified copies of qualifications, ID document as well as a Driver’s License
in order to be considered, and forwarded to Director-General: The Director-
General, Department of Environmental Affairs, Private Bag X4390, Cape
Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop
Street Cape Town or 63 strand Street, Cape Town 8000.

FOR ATTENTION: Human Resource Management
NOTE: Applications must be submitted on a signed Z83 form obtainable from any
Public Service Department and must be completed in full accompanied by
certified ID copy and copies of qualifications together with recent Curriculum
Vitaes, and stating the reference number and title of the post. Failure to submit
the required documents will result in your application not being 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** : 02 December 2019

**POST 41/21** : ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: EP16/2019

**SALARY** : R376 596 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 3-year Bachelor’s degree/National Diploma in Accounting and/ or Financial Management or equivalent qualification. Registration as a Chartered Accountant (CA) will serve as an added advantage. The applicant should at least have 3 years’ experience in the field of Public Financial Management; Preparation of Ledger Accounts, Trial Balances and financial statements; in-depth knowledge of Modified Cash Standards (MSC), GRAP, IFRS, PFMA and Treasury Regulations. The candidate must have the following skills: computer skills (Advanced Excel, MS Office), knowledge of BAS, good verbal and written communication skills, interpersonal, coordination and stakeholder management skills, organizational skills, facilitation skills and a good understanding of government processes and financial reporting. The successful candidate must have a valid driver’s license as he/she will be expected to travel extensively.

**DUTIES** : Assist the EPWP project implementers to comply with Modified Cash Standards requirements when preparing quarterly, half-yearly and annual financial reports. Check annual audits and completion reports for EPWP projects. Assist with consolidations of Quarterly, half yearly and annual project financial statements. Prepare monthly financial reports. Review BEE report for the Chief Directorate. Prepare payments reconciliations (including South African Post Bank Account). Facilitate submission of Statement of Accounts. Liaise with Auditors. Support programme planning and implementation process and forums/structures on financial administration issues.

**ENQUIRIES** : Mr M Thage Tel No: (012) 399 9663

**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** : Human Resource Management

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**CLOSING DATE** : 02 December 2019