APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

CLOSING DATE: 09 December 2019

FOR ATTENTION: Human Resource Management

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 Environmental Affairs 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 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. Shortlisted candidates will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, 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 person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POSTS

POST 42/25: DEPUTY DIRECTOR: TRAVEL AND FLEET SERVICES REF NO: COO25/2019

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

CENTRE: Cape Town

REQUIREMENTS: A recognized three year Degree/National Diploma in Public Management/Administration or equivalent relevant qualification plus 3 years’ experience in administration/transport/travel management. Knowledge in Administrative procedures, financial management, project management, contract management. Skills Good communication skills (written and verbal), leadership and management skills, decision making skills. Ability to work independently and in a team; to work under extreme pressure and to work long hours voluntarily.

DUTIES: Plan, advise, manage and report on travel and associated services. Oversee the receiving of applications for travel, recording of details and issuing of orders to the travel agent. Ensure coordination of government motor transport, Ensure that Government Motor Transport (GMT) is available including assessing applications and make recommendations. Coordinate departmental and subsidised vehicles ensure that departmental and subsidized vehicles are available including assessing applications and make recommendation. Manage the implementation of the parking policy. Ensure that the requirements of the parking policy is distributed to all officials. Provide administrative support, report on activities including monthly statistics of services required and rendered by services providers including any discrepancies and unauthorized expenditure; Provide training to clients and subordinate staff; Liaise with service providers.

ENQUIRIES: Ms N Dumezweni Tel: (021) 814 8036

POST 42/26: ADMIN OFFICER: FLEET SERVICES REF NO: COO26/2019

SALARY: R257 508 per annum (Total package of R 388 321 per annum/conditions apply)

CENTRE: Cape Town

REQUIREMENTS: An appropriate three year National Diploma in Public Management or equivalent qualification or equivalent related qualification plus a minimum experience of 2 years relevant field. Knowledge and understanding Administrative procedures, Financial Management. Public Service and departmental procedures, contract and project management. Skills: Leadership, coordination skills, organizing and planning, communication (written and verbal), report writing. Innovative and proactive, willingness to work long hours.

Coordinate the submission of Loss Control Reports rental vehicles. Coordinate fleet management workshops. Conduct inspection on subsidized and pool vehicles. Provide assistance with payment of travel invoices. Reconcile invoices against booking commitments. Respond on reports with any discrepancies.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036

POST 42/27
SENIOR SECURITY OFFICER REF NO: COO27/2019

SALARY: R208 584 per annum (Total package of R328 960 per annum/conditions apply)
CENTRE: Cape Town
REQUIREMENTS:
A Senior Certificate. Extensive experience in security in terms of applicable legislation.
A grade "C" PSIRA qualification is required. A grade "B" and "A" PSIRA qualification will be an added advantage. Computer Literacy. Ability to function independently and work in a team. Skills: Good Communication and interpersonal skills. Must be able to understand and execute regulations and policies. Self-discipline and willingness to work 12 hour shifts (Day/Night) due to the nature of the job. Driver’s license will also serve as an added advantage.

DUTIES:
The successful candidate will: Perform access control functions for the Department;
Perform control room duties. Ensure safety of staff and visitors in the building and premises;
Perform receptionist services ensure that no equipment’s and assets of the Department leave the building/premises unauthorized and that all incidents are recorded in the occurrence book. Perform control room and patrol duties.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036

POST 42/28
AUXILIARY CLERK REF NO: COO28/2019 (X2 POSTS)

SALARY: R145 281 per annum (Total package of R252 152 per annum/conditions apply)
CENTRE: Cape Town
REQUIREMENTS:
Applicants must be in a possession of a Grade 10 or ABET; Knowledge of using the vacuum cleaner; Understanding one of the official languages; Ability to work individually and in a team; Good interpersonal relations; Sense of responsibility and loyalty; Ability to work under pressure. Skills: Sound organising, planning and communication skills.

DUTIES:
Provide cleaning services to the department i.e. cleaning of offices, order and control cleaning materials, vacuuming, cleaning of dust bins, wiping and dusting furniture; Cleaning of toilets, empty the dust bin and clean them, wash and disinfect toilet bowls, urinals and wash basins; Replace toilet paper. Clean mirrors, tiles door, wall and floor; Cleaning Public areas, passages, foyers and reception areas, clean glass doors, clean entrance halls; Cleaning boardrooms/training rooms; Dust and polish furniture; Remove chairs and other moveable furniture.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036

POST 42/29
DRIVER/ MESSENGER REF NO: COO29/2019

SALARY: R145 281 per annum (Total package of R252 152 per annum/conditions apply)
CENTRE: Cape Town
REQUIREMENTS:
Grade 10 Certificate; An appropriate experience; Good communication skills (written and verbal) Ability to record large variety of documents; Computer literate; Minimum of C1 Driver’s license and the ability to drive. Skills Good interpersonal skills; Ability to work under pressure and beyond normal hours.

DUTIES:
Render messenger services to the Department; Delivery of files; Distribution of circulars; Dispatch mail and documents within and outside the Department; Collection of EIA application and waste licensing; Distribution of employment application forms.

ENQUIRIES
Ms N Dumezweni Tel No: (021) 814 8036