ANNEXURE C

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 : Human Resource Management

CLOSING DATE : 17 December 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.

MANAGEMENT ECHELON

POST 43/11 : DIRECTOR: BUDGET AND FINANCIAL MANAGEMENT REF NO: CFO01/2019

SALARY : R1 057 326 per annum (All-inclusive salary package). The all-inclusive remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor’s degree or equivalent qualification in Financial Management or in a related field (NQF 7). Five years’ experience at middle management in a Financial Management field. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the budget of the department; Understanding of Government budgeting processes; Management accounting; Revenue management; Supply chain management; Risk management and Auditing.

DUTIES : Ensure financial control and compliance to PFMA reporting requirements; Manage an efficient and effective bookkeeping system and financial control within the department. Manage financial management risk system for public entities. Manage financial management risk system for public entities. Manage Auditor-General’s opinion for the annual/interim financial statements of the Department. Facilitate Public Entities reporting requirements. Ensure submission of final Annual Financial Statements to Auditor General, Internal Audit & National Treasury. Ensure compliance to PFMA and Treasury Regulation requirements. Facilitate compliance with relevant financial management prescripts, laws and regulations.

ENQUIRIES : Ms V Steyn Tel No: (012) 399 9083

OTHER POST

POST 43/12 : ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: EP17/2019

SALARY : R376 596 - R532 814 per annum (Total package conditions apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate diploma/degree in Information Science, Information Technology or Knowledge Management. Relevant experience in knowledge and information management practices, electronic document management,
change management and report writing. Ability to gather, analyse and present information. Ability to interpret and implement strategies, directives and related prescripts in knowledge and information management. Financial Management skills and knowledge of PFMA and Treasury Regulations. Computer literacy, planning and organising skills, writing and verbal communication skills and good interpersonal skills. Ability to work independently and under pressure. Must be in possession of a valid code driver’s license and be willing to travel extensively.

**DUTIES:** Implement effective knowledge and information management services in all offices of the branch. Support the development and implementation of strategies, tools and guidelines. Promote and monitor the use of knowledge and information management tools and assets. Maintain solutions that promote knowledge sharing and platforms that assist in informed decision making. Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents. Ensure compliance to guidelines and procedures and liaise with internal and external stakeholders to promote the culture of organisational learning, innovation and collaboration. Implement change management initiatives to create a conducive environment for knowledge sharing, retention and contribution to the organisational intellectual capital. Evaluate the value of knowledge management initiatives and produce reports and research briefings related to knowledge and information activities and projects. Provide functional support for quality reporting for the branch.

**ENQUIRIES:** Ms M Sekhukhune Tel No: (012) 399 9728