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 February 2020
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.

MANAGEMENT ECHELON

POST 04/41: DIRECTOR: LAW REFORM REF NO: LACE17/2019

SALARY: Remuneration package of 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 LLB degree plus a minimum of eight (8) years post qualification experience in the legal field. Minimum of five (5) years’ experience at middle managerial level. Good knowledge of Environmental Law, Administrative Law and legal review processes is required. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.

DUTIES: Manages a Directorate that is responsible for the following: Drafting and vetting of primary and subordinate legislation; provide general legal advice and opinions on laws administered by the Department; draft media statements or respond to media or parliamentary queries; conduct research, collate and analyse information; advise and draft decisions for the Minister’s consideration. Taking Bills through and assisting in the Cabinet and Parliamentary processes. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to.

ENQUIRIES: Linda Garlipp Tel No: 012 399 9348
NOTE: Shortlisted Candidates will be either required to write a technical test or to do a presentation.

OTHER POSTS

POST 04/42: IT LAN/DESKTOP SUPPORT MANAGER REF NO: COO30/2019

SALARY: R733 257 per annum (All-inclusive MMS package)
CENTRE: Cape Town
REQUIREMENTS: A recognised three-year Degree/National Diploma in Information Technology/Video link or equivalent relevant qualification. Minimum of 3 years’ experience in a relevant field. Knowledge of Financial Management, Hierarchy and management structure of the department, and Project Management. Advanced Desktop Support, Tablet device support, Coordination, Video link, Information Technology, Organisational and planning, Communication skills (written and spoken). Good interpersonal relations, Conflict management and resolution, Programme and Project Management, and Report writing skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work independently and in a team, lead multidisciplinary team, under extreme pressure, organise and plan under pressure and collect and interpret information and reports.

DUTIES: Appoint service and sign Service Level Agreement. Initiate project and compile project charter and scope statement. Implement IT Service Desk. Concurrently run the SITA system with the new internal system. Report on the effectiveness of the new system. Identify any additional customisation requirements for future optimisations. Provide volumes of jobs that meet SLA’s/Stats from Service Desk as proof. Measure customer feedback and satisfaction levels. Survey results provided as proof from Service Delivery Manager. Improve team performance/stats provided per support staff member as proof. Migrate SANBI and implement follow-me printing. Ensure VC environments are fully maintained and functional. Ensure all VC equipment is updated to latest firmware following IT Change Control Procedures. Assist with extracting of audio recordings from the recording device for secretariat. Ensure all ISDN lines for VC solution are tested and are in a working order. Ensure IP connectivity is tested and functioning on systems supporting the solution. Test VC facilities an hour before each request to ensure effective functioning of equipment. Management and monitoring of regional ICT Support. Ensure that ICT support is rendered in the regional offices within SLA. Use remote management technology to regional offices to ensure a more efficient IT Support Service. Conduct site visits randomly to DEA regional offices to do quality check on quarterly basis. Implementation and alignment of security aspects on desktop and mobile devices in accordance with MISS policy. Coordinate and/or perform hands-on fixes at the desktop level, including installing and upgrading software, installing hardware, implementing file backups and configuring systems and applications. Manage reports.

ENQUIRIES: Mr J Lawrence Tel No: 012 399 8735

POST 04/43: CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: LACE20/2019

SALARY: R495 219 per annum (OSD)
CENTRE: Pretoria
REQUIREMENTS: 4 years Degree in Natural or Environmental Sciences or equivalent qualification plus 6 years’ post qualification experience in related field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to develop online training curriculum and manage the eLearning training platform. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and cooperative governance. Excellent written, verbal and visual communication skills, particularly the ability translate written training curriculum into multimedia eLearning modules and assessments. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Strategic, problem-solving and organisational skills. Administrative and
logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer focus and responsiveness. Be willing to travel and in possession of a valid driver’s license. Ability to work independently, and as part of a team. Computer literate and meticulous.

**DUTIES**

To plan, implement, facilitate and participate in the national environmental compliance and enforcement (both basic and specialised) capacity-building programmes for key role-players, including national, provincial and municipal EMIs, prosecutors and other compliance and enforcement role-players. Provide capacity development support to operational projects of national, provincial and municipal EMIs and other compliance and enforcement role-players. Liaise and collaborate with international / domestic environmental authorities as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Manage the EMI basic and advanced training curriculum, including the overall development, collation, categorisation, review and updating of all written and multimedia training material. Develop and manage the EMI Compliance and Enforcement eLearning training curriculum and assessments. Initiate and monitor the procurement of external goods and services (including venues, presenters, equipment etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

**ENQUIRIES**

Mr J du Toit Tel No: 012 399 8858

**NOTE**

People with disabilities are encouraged to apply

**POST 04/44**

SENIOR LEGAL ADMINISTRATION OFFICER (MR6): APPEALS AND LEGAL REVIEW REF NO: LACE18/2019

**SALARY**

R473 820 – R1 140 828 per annum (OSD)

**CENTRE**

Pretoria

**REQUIREMENTS**

An LLB degree coupled with at least eight (8) years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. Knowledge and experience in judicial review application. An ability to interpret legislation, Skills required: good analytical and research, good verbal and written communication in English, good negotiating, good drafting, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential. Must be able to travel and must have a drivers license, and be able to work after hours or over weekends when necessary.

**DUTIES**

Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and appeal decisions.

**ENQUIRIES**

Adv. Mokete Rakgogo Tel No: 012 399 9626

**NOTE**

Shortlisted candidates will be required to do a written test.

**POST 04/45**

SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LAW REFORM REF NO: LACE19/2019

**SALARY**

R473 820 – R1 140 828 per annum (OSD)

**CENTRE**

Pretoria

**REQUIREMENTS**

An LLB degree coupled with at least eight (8) years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Constitutional Law, and Administrative Law. Experience in drafting legislation both primary and subordinate legislation. An ability to analyse and comment on draft legislation, and
understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation. Skills required: good analytical and legal research, good verbal and written communication in English, good drafting, computer literacy, an ability to work in a team, a pro-active, problem solving and positive attitude and an ability to adhere to timeframes are essential. Must be able to travel and have a drivers license.

**DUTIES**

Supervision of and quality control of work done by lower level officials. Draft legislation and comment on policies. Provide legal support relating to the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant law of general applications such as the Constitution and the Promotion of Administrative Justice Act, 2000. Taking Bills through Parliament and assist in Cabinet and Parliamentary Processes. Draft or provide input on ministerial submissions and Ministerial briefings, draft response to media and parliamentary queries. Provide legal support in meetings.

**ENQUIRIES**

Ms A van Reenen Tel No: 012 399 9683

**NOTE**

Shortlisted Candidate will be required to do a written test

**POST 04/46**

SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LITIGATION AND LEGAL SUPPORT REF NO: LACE21/2019

**SALARY**

R473 820 – R1 140 828 per annum (OSD)

**CENTRE**

Pretoria

**REQUIREMENTS**

An LLB degree coupled with at least 8 years post qualification experience. Knowledge: Administrative and Constitutional Law, and the application of law and the interpretation thereof. Knowledge of PAJA, the rules of the various courts, including but not limited to the rules of the various high courts and Magistrate’s Courts. Knowledge of environmental laws will be an added advantage. Skills required: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore he or she should have a driving license, which must be attached to the application.

**DUTIES**

Manage Litigation Matters. Determine liability on Losses and Damages to State Property, Legal Education and Awareness and compliance with PAJA. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (DEFF) to protect and conserve the environment. Creates an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles. Where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the DEFF to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property.

**ENQUIRIES**

Mr M Pearce Tel No: 012 399 9344

**NOTE**

The interview will include an oral interview coupled by an open book written test.

**POST 04/47**

ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: COO31/2019

**SALARY**

R376 596 per annum (excluding benefits)

**CENTRE**

Pretoria
**REQUIREMENTS**

An appropriate three-year qualification in Human Resource Management or an equivalent relevant qualification plus a minimum of three (3) years’ relevant experience. 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, coordination, policy development and implementation, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours. Candidates must be in possession of PERSAL Introduction Certificate.

**DUTIES**

Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Support the Department’s retention strategy. Provide advice on all HR related matters. Supervision of personnel.

**ENQUIRIES**

Ms P Diphaha Tel No: 012 399 9602

**POST 04/48**

SENIOR HR PRACTITIONER: RECRUITMENT & SELECTION REF NO: COO32/2019

**SALARY**

R316 791 per annum (excluding benefits)

**CENTRE**

Pretoria

**DUTIES**

Provide support, coordinate and facilitate the effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Ensure proper management of applications. Support effective Personnel Suitability Checks and placement of employees on PERSAL. Provide advice on all HR related matters.

**ENQUIRIES**

Ms P Diphaha Tel No: 012 399 9602

**POST 04/49**

SENIOR PROVISIONING ADMINISTRATION OFFICER: ACQUISITION AND CONTRACTS MANAGEMENT REF NO: CFO14/2019

**SALARY**

R316 791 per annum (excluding benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised National Diploma in Supply Chain Management or an appropriate qualification in a related field, plus a minimum of two years’ experience in a Supply Chain Management or related field focusing on Acquisition and Contract Management. Good understanding of Supply Chain Management procedures and prescripts. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Good communication and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

**DUTIES**

The successful applicant will be responsible for the following aspects regarding Acquisition management: Effective and efficient advertisement of bids and all professional services quotations. Prepare bidding documents for collection. Administer closing of bid box. Accurate recording of bids received. Render secretariat services to the Bid Specifications Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Oversee the evaluation of bids. Administration of Service Level Agreements (SLA) for all Transversal contracts. Ensure vetting of new service providers with the SSA (State Security Agency). Ensure timeous advertisement/publication of bids in the Government Tender Bulletin and E-portal. Verification of bids on CSD (central supplies database).
ENQUIRIES : Mr S Mofokeng Tel No: (012) 399 9057