DEPARTMENT OF ENVIRONMENTAL AFFAIRS

ANNEXURE C

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: 16 March 2020

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 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. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 08/05: CHIEF DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO01/2020

SALARY: R1 251 183 per annum (An all-inclusive annual remuneration package). The 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: Bachelor’s Degree in Logistics Management/Supply Chain Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at senior management level. Knowledge of demand management, procurement and business practices. Knowledge of acquisition and contract management services. Ability to establish and manage acquisition and contract management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES: Ensure an effective and efficient acquisition management in compliance with SCM prescripts. Facilitate an effective and efficient Demand Management framework. Ensure an improved contract management and compliance with reporting requirements. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).
ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602

POST 08/06 : DIRECTOR: ASSET MANAGEMENT REF NO: CFO02/2020

SALARY : R1 057 326 per annum. (An all-inclusive annual remuneration package). The 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 REQUIREMENTS : Pretoria

REQUIREMENTS : Bachelor’s Degree in Financial Accounting (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of assets management, procurement and business practices. Ability to establish and manage logistic management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES : Manage and maintain the departmental assets register in line with the PFMA requirements. Manage the reconciliation of assets in line with PFMA requirements. Manage and ensure Quarterly spot check and annual verifications. Manage disposal Management, losses and damages of the departmental assets. Improve compliance with SCM reporting requirements (Internal and external reporting).

ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602

POST 08/07 : DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: CFO03/2020

SALARY : R1 057 326 per annum. (An all-inclusive annual remuneration package). The 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 REQUIREMENTS : Pretoria

REQUIREMENTS : Bachelor’s Degree in Logistics or Supply Chain Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Acquisition and Contract management, procurement and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES : Manage the implementation of acquisition management services. Advertise bids in an appropriate, fair, equitable, transparent, competitive and cost effective procurement process. Facilitate the establishment of Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Ensure an improved contract management and compliance with reporting requirements. Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).

ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602
POST 08/08 : DIRECTOR: FINANCIAL MANAGEMENT REF NO: CFO04/2020

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package). The 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 : Bachelor’s Degree in Financial Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Manage annual/interim financial statements of the Department. Manage audit findings and other requests for accounting and reporting. Facilitate and ensure compliance with relevant financial management prescripts, laws and regulatory requirements. Ensure financial control requirements. Ensure the implementation of measures for improving audit outcomes. Manage the administration of payments.

ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602

POST 08/09 : DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CFO05/2020

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package). The 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 : Bachelor’s Degree in Financial Management (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

DUTIES : Manage accounting and reporting in compliance to PFMA requirements. Manage the development and maintenance of accounting and reporting policies, strategies and procedures. Ensure facilitation of Public Entities reporting requirements. Manage department’s budget administration and reporting process in line with PFMA, Treasury Regulations and National Treasury guidelines.

ENQUIRIES : Ms P Diphaha Tel No: (012) 3999602

POST 08/10 : DIRECTOR: LABOUR RELATIONS REF NO: CMS01/2020

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package). The 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:** Bachelor’s Degree/Advanced Diploma in Labour Relations or equivalent relevant qualification (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Understanding of relevant Legislation and regulatory framework. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations Ability to work under pressure and long hours.

**DUTIES:** Manage the development and maintenance of Labour Relations strategies and policies. Oversee the implementation of grievances and misconduct processes. Manage Labour Disputes and provide support in litigation cases. Manage and coordinate collective bargaining processes (e.g. DBC and other activities).

**ENQUIRIES:** Ms P Diphaha Tel No: (012) 3999602

**OTHER POSTS**

**POST 08/11:** CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS REF NO: CCAQ16 /2019

**SALARY:** R495 219 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** A four (4) year Bachelor’s degree in Environmental/Natural Science/Chemical Engineering or equivalent related qualification plus six (6) years post qualification relevant experience. Experience in AFOLU planning and modelling. Knowledge of Climate Change and other environmental issues affecting the AFOLU sector especially carbon sinks/stocks and fluxes; Climate Change Mitigations Measures for South Africa’s, Agriculture, Forestry and Other Land Use-related greenhouse gas emission profile and the mitigation potential. Knowledge and understanding of South Africa’s Agriculture, Forestry and Other Land Use-related climate change adaptation profile and potential. Ability to develop and apply policies. Stakeholder engagement; Research skills; Programme and Project Management and Financial Management skills. Ability to work under extreme pressure.

**DUTIES:** Facilitate and coordinate data collection to facilitate the development models, scenarios in order to inform climate change mitigation responses in the AFOLU sector. Contribute to the formulation of research questions and developing study assumptions on AFOLU modelling and analysis in line with strategic sector policy direction and maintain an inventory of AFOLU-based mitigation measures and their associated mitigation attributes on a periodic basis. Facilitate the development and implementation of analytical tools, such as models, to be used for the analysis of GHG mitigation and enhancement of carbon sinks in the AFOLU sector. Provide support to the climate change mitigation policy of development of AFOLU.

**ENQUIRIES:** Ms O Chauke Tel No: (012) 399 9161

**POST 08/12:** SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: EP18/2019

**SALARY:** R316 791 per annum

**CENTRE:** Northern Cape Region (based in Kimberley)

**REQUIREMENTS:** 3 year National Diploma in Occupational Health and Safety/Environmental /Risk/Quality Management or equivalent qualification; 2 – 3 years’ experience in relevant field with extensive experience in project or programme safety planning, implementation and compliance assessments;
Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA), Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to travel and work long hours with limited supervision.

**DUTIES**

Duties: The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, Identify occupational health and safety interventions to address compliance shortcomings, Analyses quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; Perform ad hoc duties as instructed by the relevant supervisor.

**ENQUIRIES**

Enquiries: Mr M Talip Tel No: (021) 441 2769