

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

<b><u>APPLICATIONS</u></b>	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf. 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Mr VB Blose
<b><u>CLOSING DATE</u></b>	:	14 April 2020
<b><u>NOTE</u></b>	:	Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will 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 whose 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. Applicants shortlisted for SMS posts 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**

<b><u>POST 12/09</u></b>	:	<b><u>DEPUTY DIRECTOR: FORUM OF SOUTH AFRICA'S DIRECTORS-GENERAL (FOSAD) CLUSTER COORDINATION REF NO: COO37/2019</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (all-inclusive MMS remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Public Administration or equivalent relevant qualification. A minimum of 3 years relevant experience and good understanding in the management of Government Cabinet processes (FOSAD, Cabinet and Cluster and implementation fora). Knowledge of Government policies, programmes and priorities; environmental and development issues; work of Government planning and reporting mechanisms, and Government outcome based approach. Strategic Planning alignment. Ability to work independently and over extended hours, gather and analyse information, develop and apply policies, work under extreme pressure and to resolve conflict. Good communication (verbal and written), problem solving, researching and time management skills. Knowledge of record keeping. Ability to gather and analyse information; Ability to develop and apply policies
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to manage and provide content support for executive engagements in FOSAD Cluster processes to ensure efficiency in high level government decision making engagement processes; provide support for Departmental engagements in FOSAD Clusters and Implementation Forums; prepare briefing notes for the DG & DEFF representatives attending FOSAD Cluster meetings; prepare feedback to departmental management with regards to matters which have an impact on DEFF; facilitate follow up action on FOSAD Cluster decisions having DEFF implications. Provide analysis on outcomes of FOSAD planning workshops. monitor adherence to FOSAD schedule; maintain continuous communication within the intergovernmental system; manage DEFF cabinet and FOSAD Protocol; provide Secretariat services (FOSAD and Ministerial Clusters) and coordinate DEFF input into MTSF Chapters; submit the approved DEFF inputs to outcome Secretariat on time; prepare briefing for Minister and Deputy Minister on DEFF inputs submitted to delivery agreement Secretariats; communicate with DEFF planning unit on discussions and decision emanating from government planning cycle; maintain security of classified documents in accordance with MISS.
<b><u>ENQUIRIES</u></b>	:	Mr S. Starke Tel No: (012) 399 9032
<b><u>POST 12/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: FLEET ADMINISTRATION REF NO: COO36/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Total Package of R532 814per annum/conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three-year Degree/Diploma in Transportation Management or relevant equivalent qualification, coupled with a minimum of 3-5 years' experience in Transport Management or related field. Sound knowledge of contract management and the legislative framework governing Transport management. In depth knowledge of Fleet Management Systems and working knowledge of government subsidized vehicle schemes. Experience in fleet operations including management of accidents, traffic violations, and vehicle maintenance. A valid driver's license is essential Skills and Competencies: Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills are required. Ability to

		work long hours and travel extensively. Render assistance to subordinates and to clients voluntarily, gathering and analyses of information, drafting of reports, interpret and apply policies, work independently and in a team.
<b><u>DUTIES</u></b>	:	Manage departmental fleet: Acquisition and disposal of Departmental vehicles, Oversee maintenance and inspection of Departmental vehicles, Administration of fleet management (incl tracking system), management of fuel cards, traffic fines, vehicle licensing, parking allocation and toll matters. Conduct awareness sessions with DEA Green Cars. Update of asset, parking and accident registers .Facilitate departmental fleet travel arrangements (including fleet, shuttle and messenger services). Manage damages and losses of fleet, including the accident management process. Management of subsidized vehicles including application verification, compliance to utilization, logsheets, vehicle inspections and conducting of training workshops. Manage payments and expenditure reports including verification of payments, verification of km claims, and verification of fleet expenditure reports and authorization of maintenance transactions. Monitor compliance: Ensure compliance to and conduct information sessions on Fleet policies and procedures, Manage Service level agreements with service providers, report irregularities, unauthorized utilization and abnormalities
<b><u>ENQUIRIES</u></b>	:	Mr G Rossouw; Tel No: (012) 399 – 8556
<b><u>POS 12/11</u></b>	:	<b><u>SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: COO34/2019 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791. per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to conduct preventive maintenance inspection ensuring Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulations within DEA facilities. Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigation and report to relevant personnel. Develop and maintain OHS and COID Information Management.
<b><u>ENQUIRIES</u></b>	:	Mr T Molaudzi; Tel. No: (012) 399 – 8644
<b><u>POST 12/12</u></b>	:	<b><u>SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: COO35/2019</u></b>
<b><u>SALARY</u></b>	:	R316 791. per annum (excluding benefits)
<b><u>CENTRE</u></b>	:	Cape-Town
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to conduct inspections in order to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulation within DEA facilities, Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COID Information Management.
<b><u>ENQUIRIES</u></b>	:	Mr T Molaudzi; Tel. No: (012) 399 – 8644