

## DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

- APPLICATIONS** : Must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, 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 positions based in Cape Town, applications must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 24 August 2020
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached) ID document, a valid Driver's License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae 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; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.

## MANAGEMENT ECHELON

- POST 19/13** : **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/ Bachelor of Commerce or any relevant qualification on (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 19/14** : **CHIEF DIRECTOR: BIODIVERSITY MONITORING AND SPECIALIST SERVICES REF NO: BC04/2020**

**SALARY** : R1 189 338 per annum (all-inclusive salary 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  
: A Bachelor's degree in Natural or Environmental Sciences or equivalent relevant qualification (NQF 7) plus five years' experience at senior management in an environmental management field. Knowledge of biodiversity Conservation and development issues (globally, regionally, and locally). Experience and knowledge of biodiversity monitoring and reporting at local and international levels. Experience in the development, interpretation and implementation of biodiversity related policies, legislation strategies and plans. Strategic capability and leadership. Experience in Human Resource, Financial and stakeholder management. Good analytical, Problem solving and interpretation skills. Sound Knowledge of Public Service Regulations and the Public Finance Management Act.

**DUTIES** : Coordination of international cooperation on biodiversity and conservation .Oversight of international instruments relating to biodiversity and promotion of the country's interests globally. Oversight on the national implementation and development of appropriate national positions on issues pertaining to biodiversity related Multilateral Environmental Agreements. Monitor implementation of biodiversity and conservation policy, legislation, strategies and plans at national and international levels and ensure national implementation of relevant international conventions; agreements; or protocols. Monitoring trends and evaluating effectiveness of national biodiversity policies and strategies. Oversight of programming for the biodiversity window of the Global Environment Programme and special resource mobilization projects. Coordinate the national research agenda for biodiversity and facilitate its implementation

**ENQUIRIES** : Mr P Diphaha Tel No: (012) 399 9602

**POST 19/15** : **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  
: Bachelor's Degree in Financial Accounting or any relevant qualification on (NQF7) as recognised by SA. 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 Ability to work under pressure and long hours.
- 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 19/16** : **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  
: Bachelor's Degree in Logistics or Supply Chain Management or any relevant qualification on (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 Ability to work under pressure and long hours.
- 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 19/17** : **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 REQUIREMENTS** : Pretoria  
: Bachelor's Degree in Financial Management or any relevant qualification on (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle management level. Completed articles with an accounting or auditing firm will be an added advantage. 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 19/18** : **DIRECTOR: LOGISTICS MANAGEMENT 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 REQUIREMENTS** : Pretoria  
Bachelor's Degree in Logistics or Supply Chain (NQF7) Management or Equivalent relevant qualification. A minimum of 5 years of experience at middle/senior managerial level. Extensive experience in supply chain or logistics management, procurement and business practices. Ability to establish and manage logistic management systems and controls. Knowledge of strategic planning and budgeting processes. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the acquisition of services and assets of the department. Knowledge of Financial accounting; Auditing; Forensic Accounting; Risk management and Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure.
- DUTIES** : Manage the procurement of goods and services in line with Supply Chain Management policy and BBBEE. Manage LOGIS, inventory, transit and warehouse in line with Supply Chain Management and inventory policy; Monitor the Logis generated reports; Manage invoices and payments, and travel transactions. Manage the correctness, completeness and accuracy of the management reports and ensure policy reviews. Develop, implement and maintain SCM policy and procedures. Ensure compliance with all relevant policies. Facilitate the submission of IFS/AFS reports Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Monitor, analyse the National Treasury instruction notes for implementation. Develop and implement audit action plan on findings by the Auditor General and Internal Audit.
- ENQUIRES** : Mr S Rakhoho Tel No: (012) 399 9043

#### OTHER POSTS

- POST 19/19** : **CHIEF ENGINEER GRADE A – TELECOMS & INSTRUMENTATION (ELECTRONICS) REF NO: OC 12/2020**
- SALARY** : R1 042 827 per annum (All inclusive salary package)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate 4 Year Degree in Electronic Engineering (NQF 7) with at least 6 years' experience in a Telecoms/Electronic Maintenance support environment at management level. Proven track record and experience in the following areas: IT and Telecommunication including Radio Frequency Communications, Project Management, Financial Management, Procurement and Maintenance Management. Appointment will be subject to registration with a professional engineering body. Have acquired technical management skills in most, if not all of the following fields: Contract & Service Level Management, Equipment calibration and understanding of electronic instruments, Infrastructure Management skills, Verbal and written communication/ reporting, IT Hardware and Software, Networking TCP/IP. Advanced understanding of IT Hardware and networking skills. Understanding operations of VSATs.Ability to draft and interpret complex technical specifications, drawings and schematics. Be committed, innovative and self-motivated. Have proven management capabilities and good leadership skills. Should be able to work independently as well as a team member.
- DUTIES** : Evaluate existing network and communication systems and makes recommendations for new resources to expand service levels. Identify, evaluate, and recommend new installations after evaluating the impact on current systems. Coordinate and directs Telecom projects and ensures that related departments are well supported. Manage and maintain contracts and

		Service Level Agreements with service providers. Develop and review test equipment specifications to ensure quality data. Ensure all calibrations and maintenance activities are done within agreed time frames. Monitor and report on the performance of the telecommunication network and associated peripherals. Manage unit responsible for the maintenance of instruments and telecom equipment. Prepare Maintenance plans in accordance with the schedule of voyages. Ensure optimal performance of the maintenance facility, through maintenance scheduling, resource distribution, procurement and inventory control. Prepare the maintenance budget and provide inputs to the capital budget especially for spare parts and equipment replacement.
<b><u>NOTE</u></b>	:	The successful candidate will be required to undergo full medical screening. The successful candidate will have to participate in relief voyages to Marion, Gough and Antarctica that can last up to 3 months at a time.
<b><u>ENQUIRIES</u></b>	:	Mr N Devanunthan Tel No: (021) 405 9482
<b><u>POST 19/20</u></b>	:	<b><u>DEPUTY DIRECTOR: PROGRAMME IMPLEMENTATION COASTAL REF NO: EP03/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R869 007 per annum (terms and conditions apply) Pretoria A Bachelor degree/ National Diploma in Developmental Studies, Project Management, Environmental Science or an equivalent relevant qualification plus 3-5 years relevant experience. Sound knowledge and understanding of environmental legislation. Knowledge of the EPWP. Knowledge and experience of public financial management, people management, Stakeholder management: ability to successfully manage a wide network of relationship. Coordination skills, Presentation skills and Project Management, Analytical and numerical skills, problem solving skills, good report writing skills, computer literacy especially MS Office, interpersonal relations, a valid code B driver's license which must be attached to the application and a willingness to travel.
<b><u>DUTIES</u></b>	:	Coordinate the development and monitor the implementation of directorate annual performance plans. Develop and implement evidence-based programme performance reporting system. Coordinate the compilation of directorate procurement plans and cash-flow projections and monitor the expenditure and transfers. Provide guidance and capacity building in support of staff in head office and regional offices. Coordinate and facilitate engagements with key internal and external programme stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms. Ms F Dluane Tel No: (012) 399 9706
<b><u>POST 19/21</u></b>	:	<b><u>DEPUTY DIRECTOR: FORUM OF SOUTH AFRICA'S DIRECTORS-GENERAL (FOSAD) CLUSTER REF NO: ODG01/2020</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (terms and conditions apply) Pretoria 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.

**ENQUIRIES** : Mr S. Starke Tel No: (012) 399 9032

**POST 19/22** : **DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: ODG02/2020**

**SALARY** : R733 257 per annum (terms and conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor degree/ National Diploma in Language Practice Translation or an equivalent relevant qualification plus 3-5 years working experience with extensive relevant experience in translating, and language editing. A post graduate qualification of the aforementioned with additional - short courses would be advantageous. Multilingualism will be an added advantage. SATI accreditation will be an added advantage. Knowledge: Advanced computer literacy in the Microsoft Office suite is critical to the post (knowledge of other software will be an added advantage); Excellent communication skills (both verbal and written); Good interpersonal, Planning and organisational skills; Research and presentation skills; Problem solving skills; Analytical and creative thinking skills. The candidate must be able to work independently and interdependently; The ability to work under pressure and an understanding of the DG's office environment and Government Structures will be an added advantage  
Legislative Requirements: Public Finance Management Act, National Treasury Regulations, Public Service Regulations, Promotion of Access to Information Act, National Archives and Records Services Act, Promotion of Administrative Justice Act and Protection of Personal Information Act. National Language Policy. Pan South African Language Board Act as amended.

**DUTIES** : To manage the Language Services Unit by providing language support in relation to editing, translation, terminology development and usage to ensure that departmental documents are of high-quality standard and support efforts to implement multilingualism as required by the National Language Policy. Compliance with the PanSalB Act to promote and create conditions for the development of all 11 official languages. To ensure terminology development is escalated to the national term bank and national terminology register.

**ENQUIRIES** : Ms. J Venter Tel No: (012) 399 9765

**NOTE** : Applicants will be required to undergo competency testing to verify the technical level of expertise.

**POST 19/23** : **DEPUTY DIRECTOR: PROGRAMME TRAINING AND YOUTH DEVELOPMENT REF NO: EP04/2020**

**SALARY** : R733 257 per annum (terms and conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Bachelor degree/ National Diploma in Developmental Studies, Human Resource Development/Management, Management of Training or equivalent qualification in training and skills development plus 3-5 years relevant experience in managing training programmes. Sound knowledge and understanding of legislation, including Adult Basic Education and Training Act, Skills Development Act, Skills Development Levy Act, South African Qualification Authority Act, General Education and Further Education and Training Qualifications Act, Basic Condition of Employment Act, National Qualification Framework and National Qualification Framework Act, National Skills Development Strategy, Public Finance Management Act. Experience in managing training programmes and undertaking skills audit and development of training plans. Stakeholder management: ability to successfully manage a wide network of relationship. Coordination skills, Presentation skills and Project Management. Good report writing skills, knowledge of the EPWP, ability to operate project management software as well as MS Office; analytical and numerical skills; interpersonal and problem solving skills; experience in people and financial management, valid code B driver's license which must be attached to the application and a willingness to travel.

**DUTIES** : Manage the planning and implementation of training projects. Manage and provide assistance to Implementers; Ensure compliance to the Memorandum of Agreement; Lead partnerships' establishment with relevant skills development stakeholders. Develop Service Level agreements for training projects. Lead the process of outsourcing of service providers. Draft and review concept documents and framework. Evaluate training plans and Bills of Quantities. Verification and processing of training projects monthly and quarterly reports. Verification and processing of completion reports. Conduct training projects' quality assurance. Source additional funding for training.

**ENQUIRIES NOTE** : Ms. N Sibeko Tel No: (012) 399 9688  
: Applicants should further possess the following certificates, Skills Development Facilitator, Assessor, Moderator and /or Train the Trainer Certificate, Knowledge and understanding of SETAs, City and Guilds, Quality Council for Trades and Occupations, Umalusi and department of higher education functions and processes.

**POST 19/24** : **SCIENTIST PRODUCTION GRADE A - C: BIOLOGICAL OCEANOGRAPHY AND BIOLOGICAL INTERACTIONS RESEARCH REF NO: OC13/2020**

**SALARY CENTRE REQUIREMENTS** : R618 732 – R939 621 per annum. (All inclusive remuneration package)  
: Cape Town  
: An appropriate recognized B.Sc. Hons Degree in Natural Sciences, or an equivalent qualification in Marine Biology, Biological Oceanography and related fields plus three (3) to six (6) years relevant post-qualification experience. A good knowledge and understanding of marine ecology within the ocean environmental around South Africa. Depending on the candidate's qualification and experience, a commensurate record of scientific research output is required. Willingness and ability to go to sea regularly and for extended periods. Registration with SACNASP as a Professional Natural Scientist is compulsory. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951) in order to undertake research at sea. The following would be added advantages and taken into consideration during the shortlisting process: A sound understanding of ecosystem processes and functioning in the oceans surrounding Southern Africa and the impacts of global change. Experience with plankton research and/or ecophysiology and/or ecotoxicology within the marine environment. Experience in biochemical and/or molecular techniques. Good skills in research and development, programme and project management, computer-aided scientific applications, data analysis, communication (both verbal and written), and report writing.

**DUTIES** : To conduct shipboard and laboratory-based research on biological organisms in the Benguela Current, the Agulhas Current and the Southern Ocean ecosystems. To monitor variability of biological organisms in relation to natural environmental variability and climate change, as well as the impacts of anthropogenic stressors, in these large marine ecosystems. To collect, process and analyse samples and data, conduct experimental work, manage data input and maintain databases, and generate data reports and scientific publications. To collaborate in relevant research programmes locally, regionally and internationally. To participate in capacity building and training programmes, to transfer skills and mentor junior staff and students. To perform administrative and planning tasks as required.

**ENQUIRIES** : Dr Jenny Huggett Tel No: (083) 254 1254 or Mr Jimmy Khanyile Tel No: (083) 433 7652

**POST 19/25** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION SECTOR PLAN IMPLEMENTATION REF NO: CCAQ 02/2020 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R495 219 per annum (OSD)  
: Pretoria  
: A four (4) year degree in Natural or Environmental Sciences/ Chemical or Process Engineering or equivalent relevant qualification plus 6 years post qualification experience in related fields below: Areas of energy, transports, waste, industry and agriculture, forestry and other land use. Industrial /chemical production processes. Cleaner production best practices and approaches. Climate change mitigation issues, including legal and policy frameworks, the economics and technical requirements of low carbon

development. South Africa's greenhouse gas (GHG) emission profile and climate change mitigation. Pollution prevention plans (mitigation plans) and carbon budgets. Knowledge Environmental and development issues (globally, regionally locally) and Intergovernmental institutional arrangements for environmental management functions. Ability to conduct research, gather and analyse information. Ability to think analytically and application of problem solving skills. Ability to work under extreme pressure Ability to work independently and in a multidisciplinary team.

**DUTIES** : Manage and undertake the GHG pollution prevention plans (mitigation plans) administration. Manage and undertake the GHG carbon budgets allocations. Manage, update, monitor and report on climate change mitigation implementation records. Provide support to sectors, provinces and local government on implementation of GHG mitigation responses such as sectoral targets, mitigation plans and environmental impact authorisations. Ensure capacity building, training and awareness on climate change mitigation.

**ENQUIRIES** : Ms M Tshangela Tel No: (012) 399 9259

**POST 19/26** : **CONTROL BIODIVERSITY OFFICER GRADE A: WORLD HERITAGE COMPLIANCE REF NO: BC01/2020**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A four (4) year degree in Environmental Management or Natural Science or equivalent relevant qualification coupled with at least 6 years' post qualification experience in related field. A post graduate qualification will serve as an added advantage. Appropriate working experience in the field of biodiversity and/or cultural heritage conservation and management; Knowledge of legislative frameworks regulating environmental management, biodiversity and cultural heritage; Experience in policy development and implementation. Experience in stakeholder management. Knowledge and experience in project and contract management. Skills: Research and analytical skills, planning and Coordination, Report writing skills. Ability to work under pressure and long hours. Willingness to travel long distance for an extended period. Candidates must be in possession of a valid Driver's License, which must be attached.

**DUTIES** : Coordinate, develop and implement national policies, legislation, strategies, programmes, and projects related to the protection and conservation of World Heritage Sites. Ensure compliance and enforcement with relevant legislation. Ensure effective implementation of the World Heritage Convention and its Operational Guidelines. Develop management systems for World Heritage Sites. Implement World Heritage Committee Decisions and Programmes. Establish and maintain a reporting system and coordinate compilation of State of Conservation, Periodic and other Reports. Provide oversight of Management Authorities and ensure harmonization of Policies and Legislation.

**ENQUIRIES** : Ms NT. Bhengu Tel No: (012) 399 9560

**POST 19/27** : **CONTROL BIODIVERSITY OFFICER GRADE A: PEOPLE AND PARKS PROGRAMME REF NO: BC03/2020**

**SALARY** : R495 219 per annum (OSD)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 4 year Bachelor's Degree in Environmental Management or Natural Science or equivalent relevant qualification coupled with at least 6 years' post qualification relevant experience. Knowledge of legislation and government imperatives for economic development; transformation and land reform and relevant international obligations. Ability to develop and apply policies. Project Management skills; research and analytical skills, planning and Coordination, Report writing skills. Ability to work under pressure and long hours. Willingness to travel long distance for an extended period. Candidates must be in possession of a valid Driver's License, which must be attached.

**DUTIES** : Develop programmes to advance transformation in line with national and International obligations. Ensure implementation of international obligations relating to transformation programmes within the biodiversity economy space. Support evaluation of the economic and socio-cultural costs and benefits of protected areas as a means to strengthen constituency building. Ensure capacity building and awareness raising. Develop and implement strategy linked to protected areas and areas of High Biodiversity Value (HBV). Promote the development of a wide range of governance forms and structures. Support



strengthening of governance, participation in, access to and benefit sharing from protected areas through the implementation of People and Parks and other related programmes. Support the resolution of land claims in protected areas as well as the development of relevant transformation frameworks. Ensure the integration of protected.

**ENQUIRIES** : Ms K Cholo Tel No: (012) 399 9543

**POST 19/28** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SAWS LIAISON REF NO: CCAQ02/2020**

**SALARY** : R495 219 per annum (OSD)

**CENTRE** : Pretoria

**REQUIREMENTS** : A four (4) year degree in Environmental Management or Natural Science or equivalent relevant qualification plus 6 years' post qualification experience in the related field. Knowledge and understanding in the development and implementation of environmental and related legislation. The ability to analyse Annual Performance Plan, ability to analyse and provide inputs on the Quarterly Performance Reports and Strategic Plans. Knowledge of the South African Weather Service Act (Act No.8 of 2001). A clearly demonstrable ability to compile meeting minutes, basic correspondence and other documents independently is a key function of this post. A basic understanding of government's procurement processes. Good interpersonal and communication skills as well as sound organizational and planning skills and must be able to work under pressure and at times outside the normal working hours. Administrative procedures; financial management. Programme and Project Management.

**DUTIES** : The analysis of SAWS quarterly performance reports. The analysis of both SAWS Annual Performance and Strategic Plans. To provide administrative support to the Regulating Committee for Meteorological Services (RCMS). Coordinate all SAWS and RCMS consultative meetings & workshops regarding the proposed aviation tariffs review process. Administer the procurement process for the appointment of a service provider responsible to support the RCMS with verification of the aviation tariffs. Schedule and attend all the consultation meetings and make logistical arrangements for all meetings between SAWS, Aviation Industry and the RCMS. Coordination of the activities of SAAQIS Strategic meetings. Provide secretarial and administrative function to both SAAQIS PSC and high level meetings: Provide logistical arrangements for the SAAQIS high level meetings.

**ENQUIRIES** : Mr T Mahema Tel No: (012) 399 9191

**POST 19/29** : **SENIOR LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL SUPPORT REF NO: ODG03/2020 (X2 POSTS)**

**SALARY** : R473 820 – R1 140 828 per annum (terms and conditions apply)

**CENTRE** : Pretoria and Cape Town

**REQUIREMENTS** : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocates. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA and the Constitution is essential. Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Good verbal and written communication and negotiation skills are essential. The ability to work in a team and independently is required. Therefore candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

**DUTIES** : Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; Advice on the drafting and vetting of contracts and international instruments; Provide strategic legal support to the Department; ensure compliance with POPI, PAIA and PAJA; and Provide legal education to Departmental officials.

**ENQUIRIES** : Ms M. Mmola Tel No: (012) 399 9339 and Mr C Liebenberg Tel No: (021) 814 8056

**POST 19/30** : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION AND APPEALS REF NO: RCSM01/2020**

**SALARY** : R473 820 – R1 140 828 per annum (terms and conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Knowledge of Administrative Law, Constitutional Law, Environmental Law, Marine Living Resources Act, 1998 (Act No. 18 of 1998). 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 and experience in judicial review applications. 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; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, 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 candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

**DUTIES** : Manage Litigation Matters. Determine liability on Losses and Damages to State Property. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (Department) to protect and conserve the environment. Create 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 Department 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. 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** : Ms. V Bendeman Tel No: (012) 399 9337  
**NOTE** : Shortlisted candidates will be subjected to an oral interview and a written test.

**POST 19/31** : **SENIOR LEGAL ADMINISTRATION OFFICER: LAW REFORM REF NO: RCSM02/2020 (X2 POSTS)**

**SALARY** : R473 820 – R1 140 828 per annum (terms and conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Knowledge of environmental law, Constitutional law and Administrative law. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. Good research, analytical, drafting skills,

presentation and listening skills. Must have an eye for detail and an ability to supervise and guide subordinates. 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. Excellent written and verbal communication skills in English. The successful candidate should be able to work long hours or over the weekends when necessary. The candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

**DUTIES** : Supervising of and quality control of work done by lower level officials. Provide legal support in the field of integrated environmental management. Interpreting legislation. Providing legal advice and legal opinions in respect of the implementation of environmental legislation or the implications of draft legislation on environmental law, primarily in respect of oceans and coastal, marine biodiversity and fisheries legislation. Drafting and vetting of primary and subordinate legislation. Provide legal support at meetings. Legal research. Represent the Department at committees and meetings. Comment on draft legislation received from other Departments. Input into media statements or respond to media or parliamentary queries. Vetting of permits and records of decision by delegated authorities in terms of Departmental legislation Taking Bills through Parliament and assisting in the Cabinet and Parliamentary processes. Drafting and vetting correspondence. Responsible for ensuring that work complies with the timelines and prescripts set by the legislation and departmental service standards. Provide assistance during judicial review proceedings related to Departmental legislation, including inputs into court papers and consultation with counsel.

**ENQUIRIES** : Adv. N. Vink Tel No: (082) 9044834  
**NOTE** : Shortlisted candidates will be subjected to an oral interview and a written test.

**POST 19/32** : **ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES REF NO: EP9001/2020**

**SALARY** : R470 040 per annum (Total Package R 646 193 pa/terms and conditions apply)  
**CENTRE** : KwaZulu-Natal  
**REQUIREMENTS** : A three year Bachelor Degree/National Diploma in Natural Science/ Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.

**DUTIES** : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.

**ENQUIRIES** : Ms D Soginga Tel No: (021) 441 2802

**POST 19/33** : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT PLANNING REF NO: EP9002/2020**

**SALARY** : R470 040 per annum (Total Package R646 193 per annum / conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. 3-5 years' experience in Environmental Management or relevant field. Extensive management and technical training in order to understand operational functioning of the programmes. Knowledge of Natural Resource Management, GIS, Financial management and planning, monitoring and evaluation natural resource management and development. Stakeholder engagement, Public Relations, Good communication skills. Good interpersonal relations skills, Ability to develop and apply policies.

**DUTIES** : Provide support the development and review of planning and prioritization tools to enable the CD to effectively plan appropriate implantation interventions. Identify priorities for the different NRM programmes to ensure proper distribution of resources. Facilitate the development of national plans for NRM programmes that will guide operations and the monitoring and implementation of these. Facilitate knowledge transfer processes to capacitate management and operational personnel and IA's and Land-user Incentive projects to plan effectively within the CD. Follow up on outcomes are adapted and implemented where appropriate. Support the development of protocols to access the efficacy of restoration work within NRM. Support M&E of Working for Wetlands, Working for Forest and Working for Ecosystems interventions and submission of reports on these. Support the development of best practices for the NRM programmes, and the provision of technical guidance for operations of Working for Wetlands, Working for Ecosystems and Working for Forest programmes.

**ENQUIRIES** : Mr A Khan Tel No: (021) 441 2729

**POST 19/34** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: EP9003/2020**

**SALARY** : R376 596 per annum (Total Package R 532 814 per annum / conditions apply)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate three year Degree / National Diploma in Office Administration/ Public Administration. Extensive experience in office management, administration and coordination, or any secretarial related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint,, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.

**DUTIES** : Provide support to the in the Office of the Deputy Director General (DDG). Provide secretariat services, especially recording of minutes, for senior management and other related intergovernmental meetings. Consolidation of quarterly and annual performance reports' inputs from line functions. Identify and direct important and key requests, both from internal and external stakeholders, to relevant officials for attention. Contribute and keep track of the Branch's responses to and compliance with enquiries, questions, requests and dates (e.g. from Cabinet, Portfolio Committees, Public and others). Keep and maintain proper filing system for the Deputy Director's and DDG's Offices. Contribute to the successful coordination of Branch activities, especially those relating to planning and stakeholder engagement. Compile, monitor and report on financial responsibilities of the branch, especially budgets and procurement plans. Provide support to the DDG as may be needed, as well as provide point of interaction with the DG's offices

**ENQUIRIES** : Mr R Scott Tel No: (021) 441 2811

**POST 19/35** : **PROJECT COORDINATOR**

**SALARY** : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)  
**CENTRE** : Eastern Cape Ref No: EP9004/2020 (X2 Posts)  
Northern Cape Ref No: EP9005/2020 (X2 Posts)

- REQUIREMENTS** : KwaZulu-Natal Ref No: EP9006/2020 (X1 Post)  
 An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.
- DUTIES** : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
- ENQUIRIES** : Mr M Kawa Tel No: (015) 291 5526 (Eastern Cape)  
 Mr N Manngo Tel No: (053) 836 7600 (Northern Cape)  
 Ms S Mkwazi Tel No: (013) 753 2835 (KZN)
- NOTE** : Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in.
- POST 19/36** : **BIODIVERSITY OFFICER PRODUCTION GRADE A: PROTECTED AREAS PLANNING REF NO: BC02/2020**
- SALARY CENTRE REQUIREMENTS** : R272 739 per annum  
 : Pretoria  
 : A National Diploma in Natural Sciences or equivalent relevant qualification. Minimum of one-year experience in Protected Areas Management issues. Knowledge of environmental legislations, policies, regulations, strategies and international instruments. Knowledge of biodiversity conservation and its challenges. Ability to communicate to both staff and stakeholders, Ability to work independently and in a team. Good interpersonal skills. Ability to write effective reports. Ability to organise and plan properly, Computer literacy including GIS software i.e. ArcView 10 will be an added advantage. Must be in possession of driver's license and willing to drive and travel for a longer period.
- DUTIES** : To render support to the development and review of national strategies in line with national and international obligations. Review environmental authorizations affecting national protected areas. (National Parks, World Heritage Sites and Marine Protected Areas. Facilitate the identification of new or expansion of protected areas in the biodiversity hotspots or in line with the identified priority areas of both national and provincial plans. Develop plans to promote connectivity of ecosystems and establishment of ecological corridors. Assist in the evaluation and facilitation of the approval of SANParks land expansion plan.
- ENQUIRIES** : Mr T Nethononda Tel No: (012) 399 9553