

## DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

- APPLICATIONS** : must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Human Resources Management, 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
- 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 22/35** : **DEPUTY DIRECTOR-GENERAL: CHEMICAL AND WASTE MANAGEMENT REF NO: CWMQ01/2020**
- SALARY** : R1 521 591 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** : An undergraduate qualification in Natural Science/Environmental Management and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Experience in Chemical and Waste management planning. Knowledge of international environmental and development issues (globally, regionally, and locally). Understanding of Environmental issues relating to chemicals and waste. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's

investments and opportunities. Programme and 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** : Develop and implement processes and systems for the efficient and effective administration of the Department's authorisation of waste management activities and ensure reduced releases of hazardous waste streams into the environment and that contaminated land is remediated. Lead the development of national policies, strategies, legislation, norms and standards and build capacity in government, industry and civil society to respond to the challenges of pollution resulting from poor general waste management while also contributing towards the provision of basic waste services to all citizens of SA. Lead the development of national policies, strategies, legislation, norms and standards and monitor and evaluate the impact of policy on chemicals and waste management. Manage, facilitate, plan and coordinate departments and South Africa engagement and co-operation agreements in multi-lateral chemicals and waste agreement and related international cooperation and national programmes.

**ENQUIRIES** : Mr G Ntshane, Tel No: (012) 399 8628 Cell No: 079 879 9656  
**CLOSING DATE** : 12 October 2020

**POST 22/36** : **DIRECTOR: INTERNAL AUDIT REF NO: ODG04/2020**

**SALARY** : R1 057 326 per annum (all inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Auditing/Risk Management/ Management Accounting fields or equivalent relevant qualification (NQF Level 7) as recognized by SAQA. Membership of the Institute for Internal Auditors (IIA) SA. Certification as a Certified Internal Auditor (CIA), CISA, CA or MBA will be an advantage. Minimum of 5 years' experience at a middle management or senior managerial level. Extensive knowledge of Internal Audit principles, including the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act, Treasury Regulations and the Public Service Regulatory Framework. Proven strategic management and leadership capabilities. Excellent communication (both verbal and report writing), problem solving, research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information, and work under pressure and long hours.

**DUTIES** : Facilitation and coordination of internal audit services within the Department. Develop and implement internal audit governance documents, policy, procedures and guidelines for the unit. Develop and implement quality assurance programmes to ensure compliance with the International Standards of Professional Practice of Internal Audit. Manage the identification and evaluation of the Department's audit risk areas and the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits; ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage and advice internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Manage and coordinate the activities of the Audit and Risk Committee, as well as reporting all internal audit activities at the quarterly meetings. Liaise with the Auditor General and other parties.

**ENQUIRIES** : Ms H Schoeman Tel No: (012) 399 9890  
**CLOSING DATE** : 12 October 2020

## OTHER POSTS

**POST 22/37** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CMS10/2020**

**SALARY** : R376 596 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three-year Degree/National Diploma in Management Services or equivalent qualification with a minimum of 3 years of experience in organizational development or related field. Understanding of the organizational development principles and procedures; Administrative procedures. Knowledge of Financial Management; Project Management, HR Practices and EDMS. Knowledge and understanding of Evaluate/Equate System; Job evaluation processes and Organizational design practices. Personnel Management; Monitoring and control; Administration fields. Knowledge of Public Service and Departmental procedures and Contract Management. Knowledge of Administration and leadership management. The incumbent must have the following skills: Leadership and Management; Coordination skills; Organizational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills and organizational skills.

**DUTIES** : The incumbent will be responsible for conducting, implementing and monitoring the organizational Development Investigations. Conduct a study analysis on investigations in line with relevant statutory documents. Provide advice to managers and staff with new developments and principles of OD. Conduct and monitor compliance on job evaluation process. Advice on JE matters. Develop and review JE policy. Ensure appointment and training of panel members. Coordinate and monitor the development of job descriptions in line with departmental Structure. Manage OD administrative functions. Advise managers on the development of job descriptions. Provide support and gather information for the job content. Advise managers and staff with new developments. Oversee the maintenance of the OD database.

**ENQUIRIES** : Mr M Mphahlele Tel No: (012) 399 8876

**CLOSING DATE** : 05 October 2020

**POST 22/38** : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: CFO06/2020**

**SALARY** : R376 596 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three year Degree/National Diploma in Logistics Management or equivalent relevant qualification plus proven years of relevant experience in Logistics Management coupled with at least 3-5 years at Supervisory level. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

**DUTIES** : Facilitate procurement of goods and services, Verify compliance of requisition form. Authorization and issuing of orders on LOGIS system and Procurement integration and manual orders. Check and verify supplier documentation for correctness, and ensure that supplier's details, descriptions of items, banking details, budget allocations, amounts and quantities are correct. Monitor Logistical Information System (LOGIS), maintenance and functionality of the system. Ensure that technical errors on LOGIS are logged timeously with Logik Helpdesk. Monitor LOGIS generated reports and ensure that they are analyzed and provide reports on time, Facilitate the processing and expediting of invoices and ensure that supporting documents are attached to the order document. Monitor the Invoice Tracking System, Verify the payment and BEE report, Ensure the correctness and completeness for partial payment

reconciliations, and accuracy of the management reports. Management of staff.

**ENQUIRIES**  
**CLOSING DATE**

: Mr B Matshotshi Tel No: (012) 399 9075  
: 12 October 2020