ANNEXURE D

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

APPLICATIONS: 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 ATTENTION: Human Resource Management

CLOSING DATE: 26 April 2021

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver’s license is requirement, a certified copy must be attached in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 12/12: DEPUTY DIRECTOR: PROJECT MONITORING & EVALUATION, SOCIAL AND ENVIRONMENT RISK REF NO: BC02/2021 (3 Year Contract)

SALARY: R733 257 per annum (An all-inclusive annual package)

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Environmental Sciences / Project Management (NQF 7) or equivalent relevant qualification with at least 3-5 years’ experience in Project Management; Project Monitoring and Evaluation; Social and Environmental Risk Management/Safeguards for donor funded projects; Experience in Procurement and Financial procedures; Experience in Departmental/United Nations procedures and prescripts; Document management and Administration fields. Provided technical leadership and support to multi-stakeholder type projects through working groups, task teams and experts implementing a project, including reviewing of reports, conducting necessary meetings, workshops and field visits to support progress and guarantee the quality of work. Led the development and implementation of Project M&E Framework in multi-stakeholder type projects. Led problem solving and backstopping of project work streams in light of Social and Environmental Risk Management; Skills required: Team player and leader in multi-stakeholder type projects. Verbal and Written communication skills to engage in relevant dialogues to promote the project. Innovative Knowledge Management Capabilities in projects. Passion driven, Proactive; People centric, Integrity, and Performance driven with the ability to work under pressure and long hours.

DUTIES: Work closely with the Project manager to coordinate the implementation of various project elements and related activities in compliance with Departmental, UNDP and GEF policies, regulations and procedures. Work closely with the Project manager to coordinate and oversee preparation of the substantive and operational reports with project partners from the project. Working with the National Project Manager, contribute to the proper management of funds according to UNDP requirements, and budget planning and control. Ensure compliance of the project by providing regular information to the UNDP corporate systems (ATLAS, Transparency Dashboard, Sharepoint, ATLAS Risk Log, Results Orientated Annual Reporting (ROAR) processes, PIMS+). Work closely with the Project manager to finalise the
Establish the project’s baselines.

Coordinate and finalise implementation of the project’s monitoring and evaluation matrix.

Conduct Social and environment risk management during the project implementation in compliance with all UNDP and GEF policies, regulations and procedures i.e. development of relevant safeguards.

Develop quarterly reports on the implementation of project safeguards.

Provide support to the development of information management tools to ensure project sustainability.

Identify innovative methods to create and disseminate outputs from the implementation of the knowledge management strategy.

Monitor and evaluate the implementation of the knowledge management strategy in an integrated manner with project partners.

Work with the Project Manager to create strategic alliances with other partners for project sustainability.

ENQUIRIES:
Ms P Naicker Tel No: (012) 399 9616; Cell: 082 7090 619

POST 12/13:
ASSISTANT DIRECTOR: EPWP REPORTING REF NO: EP05/2021

SALARY:
R470 040 per annum (Total package of R646 193 per annum/ conditions apply)

CENTRE:
Pretoria

REQUIREMENTS:
A recognized tertiary qualification in the Social Sciences, Statistics, Economics or a related field, with strong numeracy and analytical skills coupled with at least 5 years post qualification experience. Extensive practical (hands-on) experience in data bases management, stakeholder management and have experience in working with spreadsheets. The job holder must have an understanding of EPWP reporting and systems used backed up by applicable legislation and other prescripts governing EPWP. The job holder must also possess interpersonal and communication skills and proven experience in managing staff at junior level. Must possess a valid code B driver’s license and be willing to travel extensively. Ability to work independently and under pressure. Must be in possession of valid driver’s license.

DUTIES:
Contribute to management of Branch EPWP reporting function. Develop and maintain EPWP electronic data management system (EDMS). Manage capturing of all EPWP reports into the EPWP reporting system. Ensure quality management of EPWP reports submitted by the Branch. Ensure effective functioning of the mechanisms for coordination.

ENQUIRIES:
Ms P. Masipa Tel No: (012) 399 9739

POST 12/14:
PRINCIPAL COMMUNICATIONS OFFICER: GRAPHIC DESIGN REF NO: CMS15/2021

SALARY:
R316 791 per annum (Total package of R460 251 per annum/ conditions apply)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate three-year degree or diploma in Graphic Design (Multimedia Graduates can only be considered if they have worked as Graphic designers for a minimum of two years. Minimum of two years’ experience as a Junior Designer preferably in the public sector. Creativity and original ideas. A thorough working knowledge of the Government CI Manual and design style. Must be proficient in Apple Macintosh Operating Systems. Must be proficient in Adobe In Design, Photoshop and Illustrator. Ability to interpret client briefs and convert into creative concepts. Intermediate photography skill. Excellent written and verbal communication skill, and the ability to conduct basic language editing on designed products. Ability to work long hours, work under pressure and meet deadlines. Drivers’ licence (a must) and the ability to drive to support events. A problem solver with a strong sense of responsibility & good organisational skills. Ability to work within a team.

DUTIES:
Implementing & assisting with design, layout and cover concepts for Departmental reports (e.g. Annual Reports, Strategic Plans, branch research reports etc.). Implementing design, layout, quality control and production of printed products and publications, in collaboration with Editorial Services. Developing & implementing creative concepts and products for departmental campaigns, projects, events and exhibitions (design of exhibition stands, branding of promotional items, campaign concepts, event invitations and programmes). Developing multimedia content. Providing support to departmental events and campaigns. Providing advice and ensuring the correct application of logos and co-branding on departmental material, in line with the prescripts of the DEA Corporate Identity Manual & the Government CI Manual, developed by the GCIS. Liaising with internal clients and external service providers (including communications agencies, printers, publishing
houses & copy-writers) on the production of all Departmental visual communication material. Making sure artwork is correct and supplied in the right format/sizes/colour codes before being sent for production facilities. Ability to work on multiple briefs at the same time. Archiving all visuals and publications produced, accordingly, for purposes of institutional memory. Support the Web Developer through supplying multimedia content for the website and intranet. NB: All applications must be accompanied by a printed portfolio of previous work, of no more than five A4 pages. The first three pages must reflect work done using the three Adobe Software packages (Photoshop, InDesign & Illustrator, the fourth page must reflect design & layout of an Annual Report or APP Report. (no CDs or USBs will be accepted). Shortlisted candidates will be required to complete a computer based test on the interview date.

ENQUIRIES
NOTE
Mr B Chapole Tel No: (012) 399 9943
CV’S Not Accompanied by a 5 Page Portfolio will be disqualified.