

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, 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 14 Loop Street, Cape Town.
- CLOSING DATE** : 21 June 2021
- NOTE** : Application must be submitted on a new 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. 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.

OTHER POSTS

- POST 19/10** : **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT**
REF NO: CMS15/2021
This post is a re-advertisement, candidates who previously applied are encouraged to re-apply.
- SALARY** : R733 257 per annum (terms and conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognized three (3) year Degree/National Diploma in Public Administration or equivalent relevant qualification coupled with 5 years' experience in related field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning; and professional report writing. Knowledge of policy development; and knowledge Organization performance management. Good Project management. Knowledge of formats and routes of documentation throughout the department; Quality Control of documents. Knowledge and understanding of hierarchy and management structure of the department and different specialized fields of the branches and chief directorates expertise and responsibility. Policies, legislation and procedures; Public Service and Departmental procedures and prescripts. Planning and performance management legislation. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and Technical writing skills. Ability to communicate with ministries, senior management, officials and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and Protect the confidentiality of documents.
- DUTIES** : Manage the budget and procurement administration process of the branch. Ensure financial control including petty cash and procurement of office of DDG. Monitor and Compile monthly branch reports (expenditure, procurement and contract management). Provide strategic planning and reporting support to the branch Chief Directorates. Coordinate and consolidate Branch inputs into Strategic Plans

and APPs. Monitor and report on the implementation of Strategic and Operational Plans. Provide document management support. Implement management decisions. Quality assure all documents before submitting to DDG. Ensure provision of secretariat support. Coordinate Parliamentary Questions and queries, as well as stakeholder engagements. Manage and monitor referrals of the Branch. Provide office management services to the DDG. Ensure compliance and manage reporting for office of the DDG. Ensure logistical support to office of the DDG. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database. Ensure the preparation of stakeholder communications material, including presentations, documents, profiles etc.

ENQUIRIES : Ms B Sobayeni Tel No: (012) 399 8748

POST 19/11 : **CONTROL ENVIRONMENTAL OFFICER: ATMOSPHERIC LEGISLATION AND REGULATION REF NO: CCAQ08/2021**

SALARY : R495 219 per annum
CENTRE : Pretoria
REQUIREMENTS : An LLB Degree plus six (6) years post qualification experience in a relevant field. Specialist knowledge of environmental law, ability to draft, interpret, review and amend legislation and subordinate legislation. The ability to interpret and provide legal opinion and advice. Knowledge of: National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004); Environmental issues, especially those relating to air and the atmosphere; and Air quality management governance. In addition, applicants must have general knowledge of: Environmental quality and protection policies, strategies and priorities; Government's standard administrative procedures; and general administration practices.

DUTIES : To ensure that the national air quality legislation and subordinate legislation developed and implemented are of the best quality with a view of protecting and defending the right of all South Africans to air and atmospheric quality that is not harmful to health and well-being. Ensuring that the department's air quality related legislation and regulation functions are carried out efficiently and effectively. To this end, the successful candidate will be responsible for the following key performance areas: National legislation and regulations development and review; Sector legislation and regulations development and review; Legislation and regulations development and implementation support; Air quality legal advisory support to the Chief Directorate: Air Quality Management; and Support to Provincial Departments.

ENQUIRIES : Dr V Gololo Tel No: 012 399 9203

POST 19/12 : **SENIOR LEGAL ADMINISTRATION OFFICER: LAW REFORM REF NO: RCSM13 /2021**

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. 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 skill in English. The successful candidate should be able to work long hours or over weekends when necessary. The candidate 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 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 coasts, 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 the 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** : Ms. N Vink Cell no: 082 904 4834
NOTE : Shortlisted candidates will be subjected to an oral interview and a written test.
- POST 19/13** : **ASSISTANT DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM03/2021 (X2 POSTS)**
- SALARY** : R470 040 per annum (Total salary package of R646 193 per annum/conditions apply)
CENTRE : Kei Area (X1 Post)
 Matiwane (X1 Post)
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry/Environmental Science or equivalent qualification within related field with 3 – 5 years' experience in Commercial Forestry. Knowledge of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and forest Fire Act, 1998 (Act 101 of 1998). Knowledge and understanding of ecological processes specifically related to Forestry. Knowledge of environmental legislations and its practical application. Good communication (verbal and written), problem solving, planning, organising and firefighting skills. Must have a valid driver's license and willing to travel.
- DUTIES** : The incumbent will be responsible to develop and facilitate the implementation for growth strategy. Gather and analyse information. Provide necessary information that will facilitate decision making by management. Coordinate and facilitate the establishment of liaison forums. Liaise with stakeholders on issues affecting the sector. Provide secretariat support, coordinate post settlement matters. Gather/collect information, ensure that all inputs are included in post settlement. Provide administration support services, organize and co-ordinate stakeholder participation, implement business plan for awareness campaign.
- ENQUIRIES** : Mr T.N Ngamile Tel No: (040) 940 4707, cell no: 082 802 6574
NOTE : Please indicate the region you are applying for.
- POST 19/14** : **HR PRACTITIONER: SKILLS DEVELOPMENT REF NO: CMS15/2021**
- SALARY** : R257 508 per annum (An all-inclusive annual remuneration package R388 321)
CENTRE : Cape Town
REQUIREMENTS : A three-year Bachelor Degree/National Diploma in Human Resource Development/ Management/National Diploma in Management of Training or an equivalent relevant qualification in an appropriate field. 1-2 years' work experience in Human Resource Development. Knowledge of Administration fields, Public Service and Departmental procedures and prescripts. Understanding of the Human Resource Management and Development Legislations and regulatory framework. HR practice & procedures, Administrative procedures, Personnel management. Coordination and stakeholder liaison. Good communication skills (verbal and written), People Management skills. Ability to work long hours voluntarily, Ability to work individually and in team, Ability to work under extreme pressure, Ability to work with difficult persons and to resolve conflict.
- DUTIES** : Facilitate the submission of Personal Development Plans (PDPs) from employees. Assist with the development and implementation of the Workplace Skills Plan (WSP). Coordinate Compulsory Induction Programme (CIP) for new entrants in the public service, as well as orientation for newly appointed employees in the

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Department. Coordinate the implementation of Part-time (employees) and Full-time (non-employees) bursary programme. Coordinate the DFFE internship programme, including the recruitment, selection and appointment of interns. Coordinate and implement Departmental Learning Network in coastal offices.
: Ms S Mathunyane / Mr M Beta Tel No: (021) 402 3368