

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer

- APPLICATIONS** : 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 ATTENTION** : Human Resource Management
ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 33 dated 17 September 2021, (1) Deputy Director-General: Forestry Management with Ref No: FM02/2020; (2) Chief Director: Risk and Ethics Management with Ref No: ODG08/2021. The closing date has been extended to 18 October 2021

OTHER POSTS

- POST 35/40** : **DEPUTY DIRECTOR: FORESTRY DEVELOPMENT REF NO: FOM18/2021**
- SALARY** : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Nelspruit
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry/Development Studies or equivalent qualification coupled with 3-5 years' experience. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998), and other related environmental legislation. Knowledge and understanding of Public Finance Management Act (PFMA). Knowledge of the function of different departments and levels of government as well as housing management. Knowledge of Operations Management, Reporting systems and processes. Project Management and strategic planning. Relationship Management, Stakeholder engagement. Leadership skills, People Management and Empowerment. Willingness to learn new skills. Ability to negotiate in difficult situations. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to work under pressure and long hours. Willingness to travel.
- DUTIES** : The incumbent will be responsible to manage the socio-economic development of the Forestry Sector. Manage the identification, facilitation and implementation of the integrated Forestry Development interventions with other stakeholders. Participate in other stakeholder initiatives related to community development with regard to Forestry Development. Implement National Forestry Development Awareness Campaigns. Identify programmes that will assist in creating economic development opportunities in the communities through needs assessments. Management and implement Forestry Development Programmes and Projects. Ensure sustainable management of the state nurseries. Implement greening initiatives (2 million trees) programmes. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's), private individuals and communities to ensure long term commitment to land under Forestry Programmes. Ensure the integration of Forestry Development into Local, Provincial and National Government Development spheres. Manage the resource of the sub-directorate (Physical, Human and Financial).
- ENQUIRIES** : Mr MA Tshivhase, Tel No: 072 209 4946 / 076 118 5270
NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) 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). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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 DPSA 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.

- CLOSING DATE** : 25 October 2021
- POST 35/41** : **ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS20/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (terms and conditions apply)
: Pretoria
: A three-year (3) Degree/Diploma in Human Resources Management/Development or equivalent relevant qualification. A minimum of 3-5 years' experience in Service Conditions and Benefits. At least 3 years of the period above must be at Supervisory level. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge and understanding of Public Service. procedures and prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures. Knowledge of administrative procedures, project management and personnel management. Good communication skills (verbal and written). Good interpersonal skills, leadership management skills, people management skills and change management skills. Knowledge and experience of policy development and implementation. Ability to work under pressure, and sound research, analytical, organising, planning, presentation coordination and stakeholder liaison skills. Experience of Persal. Ability to work under pressure and adhere to strict deadlines.
- DUTIES** : Manage and monitor the implementation of service benefits and conditions such as leave, allowances, resettlement, medical assistance and long service recognition. Conduct information sharing sessions on service benefits and conditions. Manage the performance of other remunerative work outside the public service (ORW) and financial disclosures. Manage Policy on Incapacity Leave and Ill- Health Retirement (PILIR). Manage the implementation service termination process and exit interviews.
- ENQUIRIES FOR ATTENTION NOTE** : Mr P Mpati; Tel No: (012) 399 8653
: Human Resource Management
: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) 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). The National Department of Forestry, Fisheries

and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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

- CLOSING DATE** : 1 November 2021
- POST 35/42** : **ASSISTANT DIRECTOR: HR PLANNING AND INFORMATION REF NO: CMS21/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (terms and conditions apply)
: Pretoria
: A three year (3) Degree/ National Diploma in Human Resource Management or equivalent relevant qualification. 3-5 years' experience in HR Management. Knowledge of the Human Resource Management Legislation and regulatory framework. Knowledge of Public Service Regulatory Framework, Public Finance Management Act and Treasury Regulations and HR practice and procedures, administrative procedures, project management, personnel management, Human Resource Planning, Human Resource development, and organizational information. Good strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organizing, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison and interpersonal-relations skills. Ability to work long hours voluntarily, gather and analyze information, develop and apply policies, work individually, in team, under extreme pressure and with difficult persons and to resolve conflict.
- DUTIES** : The successful candidate will be responsible to provide human resources planning and information support services through the following key performance areas: Coordination of Human Capital Management compliance reporting. Maintain HR Information and statistics. Development and implementation of the HR Plan. Maintain HR dashboard information service.
- ENQUIRIES FOR ATTENTION NOTE** : Mr G Ntshane; Tel No: (012) 399 8628
: Human Resource Management
: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) 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). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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

CLOSING DATE

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1 November 2021

POST 35/43

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ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS22/2021

**SALARY
CENTRE
REQUIREMENTS**

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R376 596 per annum (terms and conditions apply)

:

Pretoria

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A three-year (3) Diploma/Degree in Labour Relations or equivalent relevant qualification. A minimum of 3-5 years' experience in Labour Relations or relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of the interpretation and application of legislation, policies and resolutions. Understanding of Programme and Project Management. Good communication skills (verbal and written). Good interpersonal skills. Conflict resolution skills. Sound organising and planning skills. Coordination skills. Report writing skills. Computer literacy. Ability to work under pressure and adhere to strict deadlines.

DUTIES

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The successful candidate will be responsible to provide support and advice to the Department on labour relations matters through the following key performance areas: Ensure misconduct cases are handled promptly and effectively. Ensure the facilitation of grievance procedures. Provide advice and development on labour relations matters. Provide collective bargaining support and general support on compliance for reporting to stakeholders. Ensure dispute cases are handled effectively.

**ENQUIRIES
FOR ATTENTION
NOTE**

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Mr L Motsepe; Cell: 071 608 6012 or Mr L May; Cell: 066 383 2837

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Human Resource Management

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		Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates
<u>CLOSING DATE</u>	:	1 November 2021
<u>POST 35/44</u>	:	<u>ESTATE MANAGER REF NO: FOM19/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Total package of R 532 814 per annum/ condition apply)
<u>CENTRE</u>	:	Limpopo (Voorspoed Plantation)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry or equivalent qualification coupled with 3-5 years' related experience in commercial forestry. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998). Understanding of policy and legislation framework, sectorial legislation framework of forestry and labour in South Africa. Best Management Practices for Forestry. Environmental Management Systems. Knowledge of different departments levels of government. Knowledge of operations management. Knowledge of reporting systems and processes as well as performance management systems. Programme and project management Good presentation skills, excellent verbal and written communication, analytical and problem solving skills. Good interpersonal relations and ability to negotiate in difficult situations. Computer skills in MS Office Software, a valid driver's license must be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for the management of commercial forestry activities in an estate, implement short and long term plans for the management of estates and forest resources. Monitor and evaluate the compliance and services rendered by the service providers. Develop and manage the implementation of annual plan of operations (APO's), business plans and fire protection plans. Review annual operational plans and ensure the implementation thereof. Management forest protection activities, develop forest fire suppression strategies and fire management plans to prevent and combat veld and forest fires. ensure the implementation, enforcement and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act NVFA. Ensure the protection of the Estate for economic and conservation purposes. Ensure the adherence of norms, standards and operational practices and procedures. Ensure the implementation of Principles Criteria Indicators and Standards for sustainable Forestry Management. Manage environmental protection activities, and manage stream flow reduction activities under water act. Liaise with stakeholders, coordinate awareness campaigns and provide technical advice to. Staff management, mentoring and coaching, and training and development.
<u>ENQUIRIES</u>	:	Mr Nelson Nemukula, Tel No: 015 519 3325 / 067 419 4952
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) 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). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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

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CLOSING DATE

: 25 October 2021

POST 35/45

: **SENIOR HUMAN RESOURCE PRACTITIONER: SKILLS DEVELOPMENT (WSP & BURSARIES) REF NO: CMS24/2021**

SALARY CENTRE

: R316 791 per annum (terms and conditions apply)
: Pretoria

REQUIREMENTS

: A three-year (3) Diploma/Degree in Human Resources Development or equivalent relevant qualification. A minimum of 2-3 years' experience in Human Resource Development or related field. Knowledge and understanding administrative procedures, Public Service and Departmental procedures. Understanding of Programme and Project Management. Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act, Project Management, HR Practices. Good communication skills (written and spoken), Good interpersonal skills, supervisory skills, coordination skills, organisational and planning, writing skills, Decision-making skills, Report writing skills, organisational skills, Conflict management and resolution skills. Ability to collect and interpret information and reports. Ability to develop and apply policies. Ability to work independently and in a team. Ability to work under extreme pressure. Ability to work long hours voluntarily.

DUTIES

: Facilitate the process to compile the Workplace Skills Plan. Coordinate and Implement the WSP and adhoc training requests and liaise with Supply Chain Management. Coordination and Implementation of part-time and full-time bursary programmes. Establish and coordinate internal and external stakeholder relationships. Manage the database of Sub-directorate and comply with all reporting requirements from external stakeholders (DPSA, PSETA, The National School of Government etc). Make logistical arrangements and provide secretariat support to the training committee.

ENQUIRIES

: Ms B Stemele; Tel No: (012) 399 8685

NOTE

: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) 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). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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

CLOSING DATE

: 1 November 2021

POST 35/46

: **SENIOR FORESTRY DEVELOPMENT OFFICER (X2 POSTS)**

SALARY CENTRE

: R316 791 per annum (Total package of R460 251 per annum/ condition apply)
: Mpumalanga (Nelspruit) Ref No: FOM20/2021
: Limpopo (Polokwane) Ref No: FOM21/2021

REQUIREMENTS

: Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry / Development Studies or equivalent qualification coupled with 1-2 years' related experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998), and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's license and must be willing to travel.

DUTIES

: The incumbent will be responsible for the implementation and providing technical advice and support in terms of greening programs or initiatives for the institutional development. Conduct awareness campaigns on the importance of greening, forest enterprise development and non-timber forest product through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisation (NGO's) and private individual and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the mushroom, bee keeping and medicinal gardens etc. Render support on the implementation and establishment of the forestry enterprise development initiatives, livelihoods of the people and afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic/Annual Business Planning process and the Forestry Policies. Provide general administration support services.

ENQUIRIES NOTE

: Mr Steven Matsea, Tel No: 015287 9965/6
: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) 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). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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

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