

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** : 28 September 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 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. Consideration will be given to the candidates who previously applied and meet the requirements, and therefore they need not apply.

MANAGEMENT ECHELON

- POST 21/53** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT [MLRF] REF NO: FIM04/2020**
"The incumbent will perform the functions of a Chief Financial Officer for the MLRF"
- SALARY** : R1 251 183 per annum (An all-inclusive annual remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : A relevant degree in Commerce and postgraduate degree in financial management (NQF level 7) as recognized by SAQA with a minimum of 5 years' experience in a senior managerial position within finance; coupled with expertise in Financial, Facilities, Supply Chain and Revenue Management related fields. The incumbent should have knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and other relevant legislation, the planning and budgeting framework for Government (MTEF) as well as Government financial policies and processes including budgeting and reporting. The incumbent is required to have knowledge and understanding of

accounting standards and practice including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GRAP). In addition, the incumbent should possess knowledge of the White Paper on the Transformation of Public Service Delivery (Batho Pele) and other relevant Government imperatives and priorities. The successful candidate will be expected to provide leadership and strategic direction as well as ensure the provision of sound financial management to the Fisheries Branch and the effective administration of the Marine Living Resources Fund (MLRF).

DUTIES : To provide strategic leadership, direction, advice and support to the Branch/Fund. Ensure effective management of the Marine Living Resources Fund. Oversee the provision of effective and sound financial management with the Branch/Fund. Ensure effective governance and compliance within the branch/fund. Ensure the provision of effective asset and liability management within the branch/fund. Oversee the management of resources of the Chief Directorate. **SKILLS AND COMPETENCIES:** Financial Management. Strategic capability and leadership. Service Delivery Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and Customer focus. Communication. Honesty and Integrity. Change management.

ENQUIRIES : Ms S Middleton Tel No: (082) 371 6088

POST 21/54 : **CHIEF DIRECTOR: FISHERIES RESEARCH & DEVELOPMENT REF NO: FIM05/2020**

SALARY : R1 251 183 per annum (An all-inclusive annual remuneration package)

CENTRE : Cape Town

REQUIREMENTS : A recognised Bachelor's degree in Natural/Environmental Sciences (NQF Level 7) as recognized by SAQA plus 5 years' experience in a senior managerial position in an environmental/ Fisheries Field. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act and Regulations, the Labour Relations Act, etc. Knowledge of the Marine Living Resources Act and all applicable legislation. Background in research in a Marine related field. Knowledge of fisheries production systems. Knowledge of marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Knowledge of research methods and processes. Knowledge of current state and trends in fisheries research and management (globally). To be considered, applicants must display strategic capability and leadership skills, coupled with good financial management, problem-solving and analysis capabilities, Programme and Project Management, Change Management, Knowledge Management; Service Delivery Innovation and strong people management and empowerment skills. Client Orientation and Customer Focus; Communication & Honesty and Integrity.

DUTIES : To provide scientific and strategic leadership for natural science research on fisheries resources and scientific advice to support the sustainable and optimal management of aquatic resources; Provide scientific and strategic leadership for ecosystem research and scientific ecosystem-related advice to support the sustainable and optimal management of aquatic resources and the management of aquaculture; Provide scientific and strategic leadership for aquaculture natural science research and scientific advice to support the management and development of aquaculture; Create an enabling environment for research; Ensure cooperative governance, enhance service delivery and stakeholder relations through participation;•Oversee the management of the resources (including the management and development of human resources) of the Chief Directorate.

ENQUIRIES : Ms S Middleton Tel No: (082) 371 6088

POST 21/55 : **CHIEF DIRECTOR: MARINE RESOURCES MANAGEMENT REF NO: FIM06/2020**

SALARY : R1 251 183 per annum (An all-inclusive annual remuneration package)

CENTRE : Cape Town

REQUIREMENTS : A Bachelor's degree in Natural/ Environmental Sciences (NQF Level 7) as recognized by SAQA plus 5 years' experience in a senior managerial position in an environmental/ Fisheries Field. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act and Regulations,

the Labour Relations Act, etc. Knowledge of the Marine Living Resources Act and all applicable legislation. Knowledge of the marine fishing sectors. To be considered, applicants must display strategic capability and leadership skills, coupled with good financial management, problem-solving and analysis capabilities, Programme and Project Management, Change Management, Knowledge Management; Service Delivery Innovation and strong people management and empowerment skills. Client Orientation and Customer Focus; Communication & Honesty and Integrity.

DUTIES : To provide overall leadership in the management and administration of marine resources and ensure the rendering of effective allocation and permitting services to promote sustainable and equitable utilization of marine living resources; Oversee the administration and support of prescribed legislative requirements; Create an enabling environment for the sustainable development of marine fisheries; Provide strategic advice, leadership and direction with regards to the management of marine resources; Provide leadership and guidance in the restructuring of the fishing industry to address historical imbalances and to achieve equity; Provide leadership in the establishment of cooperative governance and liaison forums and enhance service delivery and stakeholder relations through participation; Oversee the management of the resources (including the management and development of human resources) of the Chief Directorate.

ENQUIRIES : Ms S Middleton Tel No: (082) 371 6088

POST 21/56 : **DIRECTOR: AQUACULTURE RESEARCH REF NO: FIM07/2020**

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)

CENTRE : Cape Town

REQUIREMENTS : A Bachelor's degree in Natural/ Environmental Science or equivalent qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Proven knowledge and understanding of all relevant legislation and regulations that govern the Public Service Act, the Labour Relations Act. Knowledge of the aquaculture environment. Knowledge of fisheries science, aquatic vertebrate or invertebrate reproductive biology. Knowledge of the aquaculture sector and management. Programme and project management. Client orientation and customer focus. Good communication skills. Honesty and integrity.

DUTIES : Provide scientific and strategic leadership with regards to aquaculture research. Create an enabling environment for scientific research excellence. Manage research and research outcomes in relation to aquaculture. Provide scientific and strategic leadership with regards to aquaculture research. Ensure cooperative governance; enhance service delivery and stakeholders relations through participation. Manage the resources of the Directorate.

ENQUIRIES : Mr B P Semoli Tel No: (082) 457 0477

POST 21/57 : **DIRECTOR: COMPLIANCE REF NO: FIM08/2020**

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)

CENTRE : Cape Town

REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. A minimum of 5 years of experience in a middle / senior managerial position. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service, including the PMFA and Treasury Regulations and other relevant legislations, the Public Service Act and Regulations, the Labour Relations Act, etc. knowledge of the Marine Living Resource Act and all applicable legislation. Knowledge of Government policies and priorities. Knowledge of relevant national and international legislation e.g. the Biodiversity Act; National Environmental Management Act; Criminal Procedure Act; Public Finance Management Act. Strategic capability and leadership skills. Good financial management, problem-solving and analysis capabilities. Programme and Project management. Change management. Knowledge management. Service delivery innovation. Strong people management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity.

DUTIES : Provide ensuring inspections to protect and enhance marine assets and resources. Manage patrols to protect and enhance marine assets and resources. Monitor potential areas of risk within fisheries. Manage the resources of the Directorate.

ENQUIRIES : Adv. N Dana Tel No: (084) – 586 4804

POST 21/58 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: FIM09/2020**

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)

CENTRE : Cape Town

REQUIREMENTS : A Bachelor's Degree in commerce majoring in accounting (NQF Level 7) as recognised by SAQA. Applicant must have completed articles at an accounting firm. Applicants must have 5 years of experience at middle management in an accounting (finance) environment. Applicants must have Knowledge of the PFMA and regulations, and other relevant legislation e.g. the Marine Living Resource Act (MLRA). Knowledge and understanding of accounting standards and practices including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP). Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). A valid driver's licence. Must have knowledge and understanding of an integrated accounting system like Oracle or similar.

DUTIES : Managing the administration of expenditure within the Marine Living Resources Fund (MLRF) and report on a monthly basis on the income and expenditure of the MLRF. Prepare the Annual Financial Statements that are in compliance to the GRAP standards. Prepare the budgets for the approval for the Accounting authority. Prepare the quarterly compliance report of MLRF in compliance with National Treasury requirements. Manage the banking and accounts payable sections. Invest excess cash in compliance with the MLRF banking framework. Coordinate the MLRF annual financial audit. Coordinate the month end process of the MLRF. Act as the secretariat for the budget committee Deliver an effective and efficient financial management support service for the Fisheries Branch and the MLRF. Ensure compliance to the PFMA, Treasury regulations, other relevant Acts, and accounting standards and practices.

ENQUIRIES : Mr. W Rooifontein Tel No: (082) 822 2882

POST 21/59 : **DIRECTOR: MONITORING & SUIRVEILLANCE REF NO: FIM10/2020**

SALARY : R1 057 326 per annum (An all-inclusive annual remuneration package)

CENTRE : Cape Town

REQUIREMENTS : A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. A minimum of 5 years of experience in a middle/senior managerial position. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service, including the PMFA and Treasury Regulations and other relevant legislations, the Public Service Act and Regulations, the Labour Relations Act, etc. knowledge of the Marine Living Resource Act and all applicable legislation. Knowledge of Government policies and priorities. Knowledge of relevant national and international legislation e.g. the Biodiversity Act; National Environmental Management Act; Criminal Procedure Act; Public Finance Management Act. Strategic capability and leadership skills. Good financial management, problem-solving and analysis capabilities. Programme and Project management. Change management. Knowledge management. Service delivery innovation. Strong people management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity.

DUTIES : Provide leadership and guidance with respect to Monitoring and surveillance to regulate sustainable utilization of marine living resources. Oversee the functioning of the Directorate: Monitoring and Surveillance with regard to the following: Develop an integrated Monitoring and Surveillance business plan. Must have good drafting skills. Develop Monitoring and Surveillance policies. Attend to and provide guidance and assistance with legal issues in the day to day functioning of the Directorate. Must be able to provide guidance and support to officials in court proceedings and criminal investigations. Must be able to display sound negotiation skills with other role players during investigations. Must be able to co-ordinate and manage operations within the Chief Directorate and the Branch. Facilitate and establish international and regional relationships. Develop national integrated monitoring and surveillance partnerships. Establish and maintaining mutual beneficial relationships with the fishery communities of South Africa and similar voluntary groups. Respect the Branch on related local, national and international issues.

- ENQUIRIES** : Adv. N Dana Tel No: (084) 586 4804
- POST 21/60** : **DIRECTOR: RESEARCH SUPPORT REF NO: FIM11/2020**
- SALARY** : R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : A Bachelor's degree in Natural/ Environmental Science or equivalent qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Proven knowledge and understanding of all relevant legislation and regulations that govern the Public Service Act, the Labour Relations Act. Knowledge of the marine aquaculture environment. Knowledge of research processes. Knowledge of the aquaculture sector and management. Programme and project management. Client orientation and customer focus. Good communication skills. Honesty and integrity.
- DUTIES** : Provide administration and management support to the Chief Directorate. Manage research infrastructure and facilities including laboratories, buildings, electronic and mechanical workshops, research aquarium, research library, net store, small boats and diving unit. Manage the acquisition and utilization of research vessels. Provide project and contract management support services. Provide research communications support.
- ENQUIRIES** : Dr. K Prochazka Tel No: (083) 302 8191
- POST 21/61** : **DIRECTOR: SMALL SCALE FISHERIES REF NO: FIM12/2020**
- SALARY** : R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : A Bachelor's Degree in Natural/Environmental Science or equivalent qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Knowledge of PMFA and regulations, and other relevant legislation. Knowledge of the Marine Living Resource Act and applicable legislation. Knowledge of government policies and priorities. Knowledge of the marine aquaculture environment. Knowledge of the fisheries sectors. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele).
- DUTIES** : Administer the provisions of the MLRA, 1998, as well as manage, promote and support the small-scale fisheries sector Manage the administration and support of the small-scale fisheries sector in accordance with legislative requirements Provide leadership and support for the development of the small-scale fisheries sector Manage the verification of product flow through the fishing value chain Manage the small-scale fisheries sector to ensure sustainability of the sector Manage resources of the Directorate.
- ENQUIRIES** : Mr. S Pheeha Tel No: (082) 558 5837
- POST 21/62** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT & ASSETS REF NO: FIM13/2020**
- SALARY** : R1 057 326 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : A Bachelor's Degree in commerce majoring in Supply Chain Management or accounting (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level in an accounting (finance) or supply chain environment. The incumbent must have knowledge and experience in Supply Chain and Asset Management. Applicants must have an in depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Knowledge of relevant legislation, policies and procedures relating to property and facilities management. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management) at a strategic and operational level, including resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules.

Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.

DUTIES : Provide strategic direction, leadership and management with regard to the Supply Chain Management (and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plan of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

ENQUIRIES : Mr. W Rooifontein Tel No: (082) 822 2882

POST 21/63 : **DIRECTOR: LICENSING REF NO: CWM01/2020**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (all inclusive remuneration package)
: Pretoria
: A recognized Bachelor's degree in Environmental Sciences or Natural Sciences or equivalent relevant qualification. Five (5) years' experience on Middle management or Senior Management level. A post graduate qualification will be an added advantage. Extensive experience in Waste Management field. Good understanding of the policy and legislative framework governing pollution and waste management; Environmental policy, legislation and regulation development; Air quality management planning; Understanding of Environmental issues relating to air and atmosphere; Understanding of government standard administrative procedures; Strategic Capability and Leadership experience; Business planning and budgeting methodologies. Understanding of HR practices and procedures. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Good interpersonal relations, report writing, well-developed communications skills, analytical thinking, and advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. The incumbent will be required to travel and must be able to work independently and efficiently under pressure.

DUTIES : To develop and implement systems for efficient and effective administration of waste management activities licensing. To ensure that waste management activities licensing applications are processed effectively and efficiently. To ensure that licensing feedback mechanisms and monitoring tools are in place. To upgrade and update waste licensing database and ensure that it is integrated with other DEFF authorisation systems. To implement a system that will ensure effective response to waste management activities licensing queries. To continually upgrade waste licensing procedures and guidelines. To ensure the availability of waste licensing information on the South African Waste Information Centre website.

ENQUIRIES : Ms M Govender Tel (012) 399 8993

OTHER POSTS

POST 21/64 : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMS03/2020**

SALARY : R733 257 per annum (all-inclusive MMS remuneration package)

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| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | An appropriate recognized three-year Degree/Diploma in Security or relevant equivalent qualification. Minimum of 3-5 years' experience in Security Management or related field. Completed SSA security manager's course. Sound knowledge of MISS, MPSS and Events management. Good coordination, organizational and planning, Communication (written and spoken) report writing skills, contract management, interpersonal relations, conflict management and resolution, security management,. Ability to work long hours voluntarily and travel extensively, gather information and analyse reports, develop and apply policies, work independently and in a team, lead multidisciplinary team, work under extreme pressure, organize and plan under pressure. |
| <u>DUTIES</u> | : | Ensure physical security appraisals is conducted in the Department. Consult with SAPS in compliance with the MPSS. Conduct security Threat and Risk Assessment (TRA) as per the MISS and MPSS. Draft recommendations on risk assessment reports and physical security appraisals for approval. Implement approved recommendations in the Department. Monitor compliance of implemented recommendations. Implement the MISS Policy framework. Ensure classified documents security. Develop and maintain Key control procedures. Develop, review, implement the Security policy and access control directives. Conduct security training and awareness for all security officials. Conduct awareness session of security policy and access control system to staff. Ensure awareness to employees and relevant contractors and consultants of the institution, about the security policy and directives. Evaluate reports on losses of departmental property and security breaches. Compile reports on cases investigated. Conduct security planning meeting prior to event Mr V Naidoo Tel No: (012) 399 8537 |
| <u>ENQUIRIES</u> | : | |
| <u>POST 21/65</u> | : | <u>DEPUTY DIRECTOR/REGIONAL PROGRAMME LEADER: NATURAL RESOURCES MANAGEMENT PROGRAMMES REF NO: EP9007/2020</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R733 257 per annum (all-inclusive MMS remuneration package) |
| | : | Bloemfontein |
| | : | An appropriate 3-year Bachelor's Degree/Diploma in Natural Sciences/Environmental Management plus 3-5 years proven relevant experience in natural resource management planning and implementation. Knowledge and experience in operational natural resource-based rural development middle management. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). People Management, Change Management and Empowerment skills. Strong strategic planning and leadership skills. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Negotiation skills and an ability to interact at all relevant levels in provincial, local government, the private sector and with land-owners and land-users. Human Resources Management experience. Able to work under pressure, long hours and travel extensively. |
| <u>DUTIES</u> | : | The incumbent will be expected to Manage the Natural Resource Management Regional Office for the Free State Province including Working for Water and its sub programmes, Support the Director: Operations Southern Regions in the on-going development of the Working for Water programme in the province: Manage the Working for Land, Working for Energy and Working for Forests Programmes in the Province, Provide financial management for the budget responsibilities in a manner that will ensure both optimal outcomes and a clean audit, Prepare and manage region/province budgets, operational plans, long-term treatment plans and project annual plans of operations and oversee Financial Management related to the implementation of projects in the province. Manage Cross-cutting Functions of the Programmes of the Branch in the Province. Manage and Promote co-operative governance in the Province. Promote Cooperative Governance in the Province by ensuring provincial alliance with policies and strategies of key organs of state within the province. |
| <u>ENQUIRIES</u> | : | Ms D Soginga Tel No: (021) 441 2731 |
| <u>POST 21/66</u> | : | <u>DESKTOP SUPPORT MANAGER REF NO: CMS06/2020</u> |
| <u>SALARY CENTRE</u> | : | R733 257 per annum (all-inclusive MMS remuneration package) |
| | : | Cape Town |

- REQUIREMENTS** : An appropriate Degree/National Diploma in IT or relevant equivalent qualification, 3-5 years' supervisory experience in the ICT support environment. TIL V3 Foundation, Prince 2 & COBIT V5 Foundation will be an advantage. Knowledge and experience in ICT support services, ICT Management, legislative frameworks, Desktop management, HR practice & procedures, Administrative procedures, Information Technology. Public Service and Departmental procedures and prescripts. Extensive knowledge of desktop hardware platforms, Windows OS and Apple iOS, must be knowledgeable to manage and monitor a Service/help desk environment. Good analytical, innovative, problem solving, interpersonal and conflict management skills. Project Management, People Management, Change Management and Empowerment skills Client Orientation and Customer Focus. The Candidate must be in possession of a valid Driver's License, which must be attached to the application and be willing to travel.
- DUTIES** : The incumbent will be expected to manage a team of skilled Technicians both internal and external. Manage, monitor and Implement ICT projects. Provide dedicated ICT Support services to the desktop-mobile and Video Conferencing environment. Management and monitoring of SLA's & OLA's for the desktop-mobile and Video Conferencing environment.
- ENQUIRIES** : Mr J Lawrence; Tel No :(012) 399 8735/083 631 6083
- POST 21/67** : **CONTROL BIODIVERSITY OFFICER: SUSTAINABLE LAND MANAGEMENT REF NO: BC05/2020**
- SALARY** : R495 219 per annum
CENTRE : Pretoria
REQUIREMENTS : A4-year Degree in Natural/Environmental Science or equivalent relevant qualification plus 6 years post qualification experience is required. Experience in Biodiversity Management, Experience in the implementation of environmental and related legislation that relates to legislation that relates to Sustainable Land Management approaches and initiatives, Experience in the facilitation and implementation of the Multilateral Environmental Agreements, Knowledge of general government administrative procedures, knowledge of Financial and Procurement administrative procedures (PFMA & Treasury Regulations), Programme and Project Management, Stakeholder engagement and Public Relations, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Ability to work under pressure and long hours, Willingness to travel nationally and internationally.
- DUTIES** : Coordinate and facilitate the development and implementation of Sustainable Land Management policies, strategies and programmes and projects; facilitate the national implementation of Drought initiative under the United Nations Convention to Combat Desertification; implement policies, legislations, strategies and plans relating to sustainable land management; Assist in providing specialist support for the implementation of sustainable land management projects including resource mobilisation, advocacy and awareness, Facilitate the sub-regional, regional and international programmes and initiatives relating to the United Nations Convention to Combat Desertification; Coordinate the national implementation of the Land Degradation Neutrality targets; facilitate the implementation of the Desertification, Land Degradation and Drought (DLDD) research in accordance with international obligations and national priorities.
- ENQUIRIES** : Ms. T. Rambau, Tel No: (012) 399 9575
- POST 21/68** : **CONTROL ENVIRONMENTAL OFFICER: HAZARDOUS WASTE MANAGEMENT REF NO: CWM06/2020**
- SALARY** : R495 219 per annum
CENTRE : Pretoria
REQUIREMENTS: : An appropriate 4 year Bachelor's Degree in Engineering, Chemical Engineering, Chemistry or Biochemistry or equivalent qualification coupled with atleast 6 years' post qualification experience. Must have a minimum of 2 years working experience in the field of chemicals, pollution and waste management as well as waste classification and assessment. An understanding of the policy and legislative framework governing hazardous waste as well as experience in management aspects of hazardous waste management. Must have experience in project management and research. Good supervisory experience. Skills: Report writing, good interpersonal

relations, well-developed communications skills, analytical thinking, interrogation of technical reports, business writing skills, and basic computer skills. The incumbent must be able to work independently and efficiently under pressure.

DUTIES : Assist in the identification of policy and regulatory interventions for the sound environmental management of hazardous waste; Implement the assessment and classification system for hazardous waste; Investigate and advise on mechanism for the safe collection, transportation, treatment and disposal of hazardous waste; Identify priority waste streams; Investigate and advise on mechanisms to handle priority waste streams; Provide technical advice and inputs on hazardous waste; Stakeholder engagement and consultation; Conduct awareness and capacity building activities on hazardous waste management; Provide technical input and guidance to international processes on hazardous waste management; Develop plans for the proper management of hazardous waste for meeting South Africa's obligations with respect to multilateral environmental agreements on hazardous waste management; Promote interdepartmental coordination on hazardous waste management; Establish and maintain internal controls and reporting systems in order to meet performance goals.

ENQUIRIES : Ms S. Mogomotsi Tel No: (012) 399 9766/7

POST 21/69 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: GENERAL WASTE MINIMISATION REF NO: CWM07/2020**

SALARY : R495 219 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate 4 year Bachelor's Degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Working knowledge and experience in environmental matters relating to general waste management. Sound knowledge and understanding of legislative frameworks governing pollution and waste management. Understanding of environmental issues relating to air and atmosphere. Extensive experience in project management. Research and analytical skills. Organisation and planning skills. Ability to collect and interpret information and reports will serve as an added advantage.

DUTIES : Managing various projects within the Sub-Directorate. Managing stakeholder relationships. Establish and maintain internal controls and reporting systems in order to meet performance goals. Provide support to cooperative governance structures and processes. Promote interdepartmental coordination on general waste management. Provide support to key stakeholders on general waste management. Ensure that effective financial management controls, adherence to correct supply chain management processes and financial systems are adhered to in accordance with the Public Financial Management Act.

ENQUIRIES : Mr D Buthelezi Tel No: (012) 399 8535

POST 21/70 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: NORMS AND STANDARDS REF NO: OC10/2020**

SALARY : R402 045 per annum
CENTRE : Cape Town
REQUIREMENTS : An appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including NEMA, the NEM: ICMA Act, NEM: Waste Act, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code

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| | | B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential. |
| <u>DUTIES</u> | : | The candidate will be responsible for facilitating the implementation of a permitting regime for Section 69 of the ICM Act and the Coastal Waters Discharge Permit Regulations. Development of norms and standards for effluent disposal control. Specific areas of work will include: implement the coastal waters discharge permitting system; assess permit applications and technical reports to develop 'minimum end-of-pipe monitoring requirements' for various discharge sectors. Assess technical reports and permit applications to develop 'minimum receiving environment monitoring requirements' for various discharge sectors. Promote recently updated coastal water quality guidelines. Provide technical support to compliance and enforcement processes with the specific focus on land derived sources of marine pollution. Support initiatives undertaken to manage land-based sources of pollution in line with the National Coastal Management Programme. Support implementation of the Source to Sea project addressing marine litter. Represent the Directorate's interests in EIA, other licensing processes and water quality monitoring and management initiatives. Provide technical and operational advice on coastal management issues relating to land-based sources of marine pollution. Support public awareness and outreach activities on land-based sources, in particular on marine litter and plastic pollution. |
| <u>ENQUIRIES</u> | : | Dr. Y. Peterson Tel No: (021) 819 2450 |
| <u>POST 21/71</u> | : | <u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: OC11/202020</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R402 045 per annum |
| | : | Cape Town |
| | : | Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years' experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Knowledge of the EIA Regulations in terms of the National Environmental Management Act (Act No. 107 of 1998) and its administration. Knowledge on integrated environmental management and the National Environmental Management: Integrated Coastal Management Act (Act No. 24 of 2008). Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Advanced computer literacy skills and relevant experience. Good communication skills. Good organising and planning, problem solving skills. Ability to work individually and in a team. Ability to work under pressure and with minimum supervision. A valid driver's licence. All short-listed candidates will be subject to a written evaluation in addition to an interview. |
| <u>DUTIES</u> | : | Coordinate and facilitate Oceans and Coasts comments, inputs and advice on the draft and final Environmental Impact Assessment Reports for all developments along the coast. Establish a mechanism to deal with developments "regulated and unregulated" along the entire South Africa's coastline and engage with compliance and enforcement. Facilitate engagements with competent authorities of coastal provinces for statistics on the Environmental Impact Assessment reports approved and produce quarterly and annual reports. Facilitate necessary site inspections, attendance of stakeholder meetings, working groups, and implementation workshops that have a bearing on Environmental Impact Assessment. Provide support to general Integrated Coastal Management projects, strategies, policies, plans and programs that have coastal environmental impact assessment implications. |
| <u>ENQUIRIES</u> | : | Ms N.P. Tonjeni, Tel No: (021) 819 2451 |
| <u>POST 21/72</u> | : | <u>ASSISTANT DIRECTOR: FLEET ADMINISTRATION REF NO: CMS04/2020</u> |
| <u>SALARY CENTRE</u> | : | R376 596 per annum |
| | : | Pretoria |

- REQUIREMENTS** : An appropriate recognized three-year National Diploma in Administration, Transport Management or equivalent relevant qualification. Minimum of 3 years' experience in Transport Management or related field. Sound knowledge of contract management and the legislative framework governing Transport management well as in depth knowledge of Fleet Management Systems. The Candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel. Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills. Ability to work long hours and render assistance to subordinates and to clients voluntarily, gathering and analysing of information, drafting of reports, interpret and apply policies, work independently and in a team.
- DUTIES** : Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental and subsidized vehicles. Coordination of Subsidized vehicle process. Manage departmental parking allocation function. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Co-ordinate payment of service providers, compiling reports on fleet related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles. Supervise subordinates and control resources within Fleet Administration.
- ENQUIRIES** : Mr G Rossouw; Tel No: (012) 399 8556
- POST 21/73** : **SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS05/2020 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum
: Pretoria
- REQUIREMENTS** : An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.
- DUTIES** : The successful candidate will be responsible to conduct preventive maintenance inspection ensuring Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulations within DEA facilities. Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigation and report to relevant personnel. Develop and maintain OHS and COID Information Management.
- ENQUIRIES** : Mr T Molaudzi; Tel. No: (012) 399 8644
- POST 21/74** : **SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS07/2020**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum
: Cape Town
- REQUIREMENTS** : An appropriate three-year National Diploma in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.
- DUTIES** : The successful candidate will be responsible to conduct inspections in order to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out

compliance inspections and enforce health and safety regulation within DEA facilities, Coordinate Safety, Health and Environment Committee (SHEC) with government departments and other stakeholders. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COID Information Management.

ENQUIRIES : Mr T Molaudzi; Tel No: (012) 399 8644

POST 21/75 : **PROJECT COORDINATOR REF NO: EP9008/2020 (X2 POSTS)**

SALARY : R316 791 per annum

CENTRE : North West

REQUIREMENTS : An appropriate 3-year Bachelor's Degree/National Diploma in Natural/Environmental Science plus 3-5 years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control Sound project management skills, 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 licence 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 project advisory committees. 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 X Tsobo: Tel No: (012) 250 1002

POST 21/76 : **PRINCIPAL COMMUNICATIONS OFFICER: GRAPHIC DESIGN REF NO: CMS08/2020**

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

CENTRE : Pretoria

REQUIREMENTS : A recognized three year Bachelor Degree/National Diploma in Graphic Designs and Multimedia or equivalent qualification, 2-3 years' experience in Graphic Designs and Multimedia. Expert proficiency in Adobe CS5 Design suite: Photoshop, Illustrator, Dreamweaver, InDesign. Proficiency in audio-visual, editing: e.g. Adobe Premier Pro, after effects, Pro Tools, Audacity. Familiarity with Content Management Systems. Language editing formats & quality control mechanisms meeting procedures & minute taking Skills required: Excellent Communication skills (written and spoken). Highly creative, Design project management. Organisational and planning. Coordination skills. Ability to conduct online research. Innovative and proactive. Good interpersonal relations skills Ability to work under extreme pressure. Ability to collect and interpret information and reports.

DUTIES : Provide support on the development of creative concepts and implement design layout for Departmental annual reports strategic plan and newsletters, Design products and ensure that the general appearance is in accordance with the Corporate Identity Manual & Government Branding Guidelines. Implement revamps of outdated publications and advertisements. Provide support in the design, layout, quality control and production of printed products and publications, Implementation the correct application of the Departmental brand. Align all departmental material with the Government and Departmental Branding Manuals, Create designs of exhibition stands. Provide support on the development and coordination of creative concepts and products for Departmental campaigns, projects, events and exhibitions. Ensure correct placement of logos, core branding and all other designs elements, Liaise with internal stakeholders and external service providers (including advertising agencies, printers & copy-writers) on the production of all Departmental branding and publications, Provide advice on the correct application of the department's Corporate Identity. Coordinate multimedia content, including

photographs and digital publications for the website, Support the Web Administrator by supplying multimedia content for the website and intranet, Provide comprehensive briefs to photographers and illustration artists. Provide support to Departmental campaigns. Assist with branding departmental activities and events, Participate, manage and engage the public and stakeholders at exhibitions. Assist with logistics for internal events e.g. year-end function, Imbizo, Support & advise the Branding & Exhibitions sub-directorate on application of the final product.

ENQUIRIES : Mr Brian Chapole, Tel No: (012) 399 9953

POST 21/77 : **SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: CMS09/2020**

SALARY : R316 791 per annum
CENTRE : Pretoria

REQUIREMENTS : A recognized three year National Diploma/Bachelor Degree in Human Resource Management/ Human Resource Development/ Public Management plus a minimum of three (3) years' proven experience in the field of Performance Management and Development System (PMDS). Knowledge of the Public Service Act, the Public Service Regulations, Labour Relations Act, Skills Development Act, Basic Conditions of Employment Act and broader public service human resource regulatory framework and policies; Good communication skills (presentation and report writing); ability to work under pressure and adhere to deadlines; Computer literacy and knowledge of Persal system.

DUTIES : Facilitate the submission of Performance Agreements. Facilitate the mid-term, final assessment and probations reviews. Facilitate the uploading of SMS members Performance agreements, first verifications & Final verifications statements on the Balance Scorecard system. Conduct mid-term & final assessments moderations. Manage the Performance Management and Development System databases and update Persal system. Ensure compliance with the DPSA directives, Occupational Dispensation Specification (OSD), Incentives framework and SMS handbook chapter 4.

ENQUIRIES : Mr. N Chauke Tel No: (012) 399 8673