

DEPARTMENT ENVIRONMENT FORESTRY AND FISHERIES

- APPLICATIONS** : Applications for Pretoria must be submitted to the Director-General, Department of Environment, Forestry and Fisheries, For Attention: The Director: Human Resources Management, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. For positions based in Cape Town, Bloemfontein, North West, applications must be forwarded to: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE** : 15 February 2021
- 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. Applications may be forwarded for 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 or alternatively Private Bag X4390, Cape Town 8000 Or hand-deliver to: 14th Loop Street, Cape Town, marked for the attention: Human Resources Management. The National Department of Environment, Forestry and Fisheries is an equal opportunity, affirmative action employer. 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); social media 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.

MANAGEMENT ECHELON

- POST 02/05** : **CHIEF DIRECTOR: AIR QUALITY MANAGEMENT REF NO: CCAQ01/2021**
- SALARY** : R1 251 183 per annum (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Bachelors Degree in Environmental Management/ Natural Sciences or an equivalent relevant qualification (NQF 7) as recognized by SAQA plus a minimum of five years' experience at senior management level. Extensive experience in the area of air quality management. Specialist qualifications relating to air quality management

would be an advantage, but is not a prerequisite. Applicants must have specialist knowledge of: (i) Government's environmental quality and protection related policies, priorities and strategies; (ii) Air quality matters and air quality management in particular; (iii) All components of the air quality governance cycle as described in the National Framework for Air Quality Management; and (iv) National policy, strategy and legislation negotiation and participatory development methodologies and techniques. In addition, candidates must have general knowledge of: (a) All environmental issues, especially those relating to the air and the atmosphere; (b) Government's standard administrative procedures; (c) Business and project planning and budgeting methodologies; (d) Business and project plan monitoring and reporting methodologies; (e) HR and procurement practices and procedures; and (f) General management practise.

DUTIES : The Department of Environment; Forestry and Fisheries is looking for a dynamic senior manager with an air quality management background to head up its respected air quality management chief directorate. In addition to carrying out standard management functions, the successful applicant will be responsible for ensuring that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. To this end, the successful applicant will be responsible for the following key performance areas: air quality information management; air quality policy, strategy, legislation and planning; air quality management implementation and support; air quality authorizations; and support to, and liaison with, the South African Weather Service. Furthermore, the successful applicant will also be considered for nomination as the National Air Quality Officer in terms of the Air Quality Act by the Minister of Environment; Forestry and Fisheries.

ENQUIRIES : Dr T Khumalo – Tel No: (012) 399 9187

POST 02/06 : **DIRECTOR: ENVIRONMENTAL PROGRAMMES: PROJECTS INFORMATION MANAGEMENT AND SYSTEMS REF NO: EP01/2021**

SALARY : R1 057 326 per annum (All Inclusive remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Pretoria
A Bachelor's Degree/Advanced Diploma in Computer Science, Information Systems/ related field/relevant qualifications as recognized by SAQA. A minimum of 5 years' experience at a middle managerial level. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge and experience in IT solutions, which includes web-based application maintenance, business analysis, systems support and training. Understanding of records management and knowledge management, Contract management, Administrative procedures and financial management. Skills required: IT Programme/ project management, sound planning and organising, Facilitation and coordination, Leadership, Communication and Computer literacy. The ability to work under pressure and long hours. A valid driver's licence is a compulsory requirement.

DUTIES : Develop and manage information technology support services for the Environmental Programme project management including services and tools required for planning, reporting, monitoring & evaluation; Manage the provision of system development services, maintenance, training and support to officials and external stakeholders in the branch; Coordinate the provision of effective infrastructure to support the information management system; Provide electronic record management systems and tools for the Branch; strategic management and leadership to the directorate and provide support in terms of Expanded Public Works Programme reporting systems; Provide general administrative management services in terms of budgeting, reporting, strategic planning, supply chain operations, human resources management, asset management, logistical and auxiliary services.

ENQUIRIES : Ms M Skosana Tel No: (012) 399 9708

POST 02/07 : **DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS01/2021**

SALARY : R1 057 326 per annum (All Inclusive remuneration package). The remuneration package includes a basic salary (70% of package), State's

contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs

CENTRE REQUIREMENTS

: Pretoria
: A Bachelor's Degree/Advanced Diploma in Occupational Health and Safety (NQF Level 7) or relevant qualifications as recognized by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of Occupational health and Safety Act. Understanding of national building regulations and standard. Knowledge of project management and policy development. Skills required: Strategic planning management, leadership management, coordination and stakeholder liaison, Change management, good communication (verbal and written) and interpersonal skills. The ability to work under pressure and long hours.

DUTIES

: Manage, monitor and oversee implementation of Occupational Health and Safety requirements and ensure compliance. Monitor and ensure compliance in line with Occupational Health and Safety Act. Evaluate practices, procedures and facilities to assess the risk and adherence to the Act and Regulations. Conduct health and safety inspections. Compile reports and submission on Occupational Health and Safety matters. Manage emergency procedures and establish emergency teams. Develop and implement Occupational Health and Safety policies. Monitor Occupational health and safety policy of the Department. Monitor health and safety risks and hazards in the Department. Conduct health and safety risk assessments. Conduct compliance audits in all buildings and sites occupied by the Department. Recommend and implement control measures and advice on the standard Personal Protective Equipment (PPE) issued to employees. Develop and effect health and safety plans in the Department according to Occupational Health and Safety Act, Regulations and other related prescripts. Develop health and safety monitoring systems. Ensure coordination of SHERQ inputs from all the Branches. Ensure coordination of training for emergency response teams in the Department Requirements. Provide general administrative support services in terms of supply chain operations, asset management, logistical and auxiliary services. Provide information systems to the department.

ENQUIRIES

: Ms N Ngcobo Tel No: (012) 399 9875

POST 02/08

: **DIRECTOR: LITIGATION REF NO: RCSM04/2021**

SALARY

: R1 057 326 per annum (An all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Pretoria
: An LLB Degree or relevant equivalent legal qualifications as recognized by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Knowledge of litigation legal administration, policy development, project management, risk management, audit and legislation procedures. Skills required: Demonstrable experience in dispute resolution. Understanding of and exposure to Alternative Dispute Resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability and leadership. Fluency in English is mandatory. Experience in appearing in courts representing clients Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of SA High Court and Magistrate Court Rules. Highly developed research skills. Highly developed drafting skills covering the drafting of letters, reports, court documents, affidavits and other related documents.

DUTIES

: Manage civil litigation by and against the department. Ensure adequate information and complete briefs for counsel. Prepare submissions to Minister, instructions to State Attorneys and provide support during trials. Coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Provide litigation support to the department. Collate information and research legal instruments to produce effective efficient legal support (written legal advice or opinions). Consult with stakeholders by attending, advising and coordinating internal meetings in order to obtain instruction to forward to the State Attorney or with oral legal advice, where applicable. Conduct investigations and determine liability in respect of

debts and losses. Advise on the liability of departmental officials in respect of debts and losses. Report on risks for the department. Recover debts and losses on behalf of the department. Provide legal education and awareness. Conduct information and training workshops within the department on damages and losses regarding employee's responsibility and possible liability. Conduct information and training workshops within the department on litigation management.

ENQUIRIES : Ms V Bendeman Tel No: (012) 399 9337

OTHER POSTS

POST 02/09 : **SPECIALIST SCIENTIST: SMALL INVERTEBRATES, NEW FISHERIES & SEAWEEDS REF NO: FIM14/2020**

SALARY : R1 246 842 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : A PhD in Science or relevant qualification (NQF Level 10), 10 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional. Knowledge of the Marine Living Resources Act; Fishery sector and fisheries management; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring.

DUTIES : Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international arena; Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, coordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies / councils on science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; Manage the performance and development of staff.

ENQUIRIES : Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KiimP@daff.gov.za

POST 02/10 : **SPECIALIST SCIENTIST: STOCK ASSESSMENT REF NO: FIM15/2020**

SALARY : R1 246 842 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : A PhD in Mathematics, Applied Mathematics, or Statistics, or a PhD in the Biological Sciences, or relevant qualification (NQF Level 10), with a strongly quantitative fisheries modelling focus, 10 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional. Knowledge of: the Marine Living Resources Act; Fishery sector and fisheries management; quantitative assessment techniques for fisheries; including stock assessment models, Operational Management Procedures, Management Strategy Evaluation, and development of stock recovery plans; statistical and analytical software, including "R" and Automatic Differentiation Model Builder (ADMB), and coding; Biology, Ecology, life history strategies and population dynamics of fisheries resources; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development

and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring.

DUTIES

: Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international arena; Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, coordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies / councils on science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; Manage the performance and development of staff.

ENQUIRIES

: Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KiimP@daff.gov.za

POST 02/11

: **SCIENTIST MANAGER: INSHORE RESOURCES RESEARCH REF NO: FIM16/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R898 569 per annum (An all-inclusive annual remuneration package)
: Cape Town (Foretrust Building)
: An MSc in Science or relevant qualification (NQF Level 10), 6 years' relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a professional. Knowledge of the Marine Living Resources Act; Fishery sector and fisheries management; Scientific methodologies and models; Research and development; Computer-aided scientific applications; legal compliance; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation. Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management; Mentoring. A valid, unendorsed Code B driver's licence.

DUTIES

: Ensure the development and implementation of policies, systems and procedures through: Review and recommend/approve scientific projects; Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor scientific efficiencies according to organizational goals; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Provide strategic leadership and direction by: Alignment of projects to organizational strategies; Provide support and advice to the industry and stakeholders; Develop and maintain relationships / collaborations & Review scientific documents. Lead, coordinate and develop scientific models and regulatory frameworks through: Designing of scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports; Develop and customize scientific models. Research and development: Manage scientific research to improve expertise; Publish and present research findings; Lead, coordinate and conduct basic and applied research or apply knowledge; Source funding for research projects. People Management: Manage the performance and development of staff; Ensure competent knowledge base for the continued success of scientific services; Set and monitor performance standards; Take actions to correct deviations in order to achieve departmental objectives; Mentor, train and develop scientists and

others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes.
ENQUIRIES : Dr. K Prochazka Tel No: (083) 302 8191 e-mail: KiimP@daff.gov.za

POST 02/12 : **DEPUTY DIRECTOR: IMPLEMENTATION AND AFTERCARE MANAGER**
REF NO: EP9010/2020

SALARY : R869 007 per annum (An all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year Bachelor's Degree/Diploma in Natural Sciences or Engineering or an appropriate equivalent qualification. An appropriate Honours or Master's Degree will be an added advantage. Experience in natural resource field. Knowledge of NRM planning and implementation, natural resource-based rural development. Programme-based natural resource operational management and or planning. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of the Public Finance Management Act (PFMA). Human Resource Management and Finance. Strong strategic planning and leadership and management skills. Good analytical thinking, conceptual, problem solving, communication skills especially in writing. Ability to negotiate with high-level executives in public and private sector, to secure government's investments and opportunities. Able to work under pressure, long hours and when required to do so.

DUTIES : The incumbent will be expected to lead project implementation planning annually revise guidelines for completion of project implementation plans. Manage processes for the completion and review of project implementation plans. Coordinate processes for appointment of implementers. Manage the implementation of projects. Develop procedures for revision of rehabilitation plans (in collaboration with the Planning, Monitoring and Evaluation Manager), project implementation plans and contracts and ensure compliance with these procedures. Develop and implement mechanisms to promote the incorporation of research outcomes and wise use into the programme's operations. Monitoring progress of project implementation. Application of norms and standards for projects. Contribute to the updating of norms for the principal activities carried out by the programme's projects. Maintain and update the programme's document on best management practices. Develop and implement mechanisms for utilising norms and standards in the review of project implementation plans. Supervision of provincial coordinators, Support, motivate, empower and communicate constantly with provincial coordinators. Approve coordinators' month planners, review monthly reports and monitor their operational expenditure. Support the Training and Social Development Manager in implementing a system for ongoing development of critical skills and capacity of provincial coordinators.

ENQUIRIES : Mr U Bahadur Tel No: (012) 399 8974/80

POST 02/13 : **DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: FIM17/2020**

SALARY : R733 257 per annum (An all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : Applicants must be in possession of a Bachelor's degree / National Diploma in Computer Sciences/Information Technology/Information Systems on programming and systems development and Min 3 years' experience with Java 1.5 and later versions (generics, annotations, etc.). Knowledge of Public Service prescripts / policies; advanced understanding and everyday use of OO principals such as inheritance, interfaces, abstract classes, etc. Good system and code design skills including good documentation skills where necessary The ability to interpret IT and IS policies as stipulated by Government; Operating systems and IT hardware certification (beneficial but not essential); Knowledge of IT and IS strategy and best practices through research to give proper advise to management when required; Java 1.5 and later versions (generics, annotations, etc.); J2EE application server experience; EJB3 experience and/or Spring framework experience; JPA or OO-relation mapping tool, e.g. Hibernate; Web framework experience (Struts, JSF, GWT, etc.) and/or Swing GUI development; Test driven development experience and the use of testing framework such as JUnit, Selenium, etc.; Building systems (not using IDE to build code) by using Maven 2 or Ant; Continuous integration system development and testing; Oracle Financial E-Business suite experience; Code repository such as Subversion or CVS, Strategic capability and leadership; Conflict management and resolution; People management and empowerment; Client orientation and customer focus; Planning and execution; Interpersonal skills; Problem solving; Analytical; Budgeting and financial

DUTIES

management; Programming / Developing; Computer systems analyzing; Research / analysis; Problem solving skills; Compiling management report. Optimize existing systems with business requirements and enhancements; Maintain existing applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards, systems deployment strategy and business plans; Analyze and refine existing systems as prescribed by the business; Customize and optimize the existing systems for optimal performance including Oracle application forms, Oracle reports and of Application Program Interface (API); Maintenance of code repository of the developed systems; Coordinate and analyze raw data and convert it into systems language; Develop reports using oracle reports. Manage and provide technical business direction that affects capacity planning and new applications: Develop and implement new applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards and systems deployment strategy and business plans; Provide advice on internal development against off-the shelf products based on the needs of the business. Ensure stakeholder engagements with users and assist in the maintenance of intellectual property: Communicate with stakeholders to ensure quality of delivered solutions; Ensure effective facilitation and advice on IT and IS strategies and practices; Maintenance of code repository of all developed systems. Ensure information services problems are resolved: Liaise with Business Systems Analyst to analyse and interpret business requirements with specifications; Develop and interpret technical design specifications; Analyse and develop possible solutions; Review, assess and/or Introduce new technologies and tools that could enhance business solutions; Discern course of action.

ENQUIRIES

Ms M. Boois Tel No: (074) 119 4956 e-mail: MaidaB@daff.gov.za

POST 02/14

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (MLRF) (ACCOUNTS PAYABLE) REF NO: FIM18/2020

**SALARY
CENTRE
REQUIREMENTS**

R733 257 per annum (An all-inclusive annual remuneration package)
Cape Town (Foretrust Building)
A National Diploma or degree in Financial Accounting or financial management (NQF Level 6), 3 – 5 years' experience in financial management and Supervisory experience. Knowledge of Public Finance Management Act; Treasury regulations; Standards of Generally Recognised Accounting Practice (GRAP); International Accounting Standards (IAS); Project Management; Change management processes; Human Capital practices and Interpretation of policies and prescripts. Skills: Strategic capability and leadership; Conflict management and resolution; People management and empowerment; Client orientation and customer focus; Planning and execution problems solving; Leadership and supervisory skills; Numerical and analytical; Report writing and Computer literacy.

DUTIES

Manage an Accounts Payable system in compliance with statutes and policies; Monitor and review monthly management accounts on expenditure; Review monthly reconciliations of pre-payment accounts, S&T advances, petty cash and creditors reconciliations; Monitor ageing report, accrued expenses, accounts payable accounts, prepayment accounts and all major GL expenditure accounts; Review monthly Statement of Financial Position related reconciliations; Authorize payments to suppliers and employees in adherence to PFMA, Treasury regulations and departmental policies. Ensure that creditors are paid within 30 days. Compiling of Annual Financial statement and audit file: Review of audit files and annual financial statements to ensure compliance with GRAP relating to account payable; Manage and resolve all audit queries, resulting in management actions for the MLRF; Manage Request for Information (RFIs) and submission of audit evidence to AGSA; Respond to Communications to Management on Audit Findings (COMAFS) raised by AGSA. Manage Account Payable reporting: Report on ageing report, accrued expenses account, AP accounts, prepayment accounts and all major expenditure accounts; Provide assistance in the preparation of the MLRF Audit Committee meeting reports; Provide assistance in the preparation of the MLRF quarterly revenue and expenditure reports to National Treasury; Report on risks of the directorate. Reduce exposure to risk through sound corporate governance within the Accounts Payable section: Assess risks of the sub-directorate and update the risk register; Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures; Coordinate the revision of policies and improved processes; Provide training in departmental financial policies and procedure, National

Treasury regulations and; budget by monitoring and reporting expenditure; Monitor and ensure proper utilization of equipment and reporting thereof; Evaluate and monitor performance and appraisal of employees; Ensure capacity and development of staff; Manage discipline.

ENQUIRIES : Ms V. Mogolla Tel No: (072) 712 9414 e-mail: VeronicaM@daff.gov.za

POST 02/15 : **PROJECT CO-ORDINATOR: SOURCE TO SEA REGIONAL DEMONSTRATION PROJECT (SECTION 40 NEMA) REF NO: OC01/2021**
(2-Year Contract)

SALARY : R733 257 per annum, (An all-inclusive annual remuneration package)
CENTRE : Cape Town
REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years post qualification experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, marine litter, waste management interventions, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of coastal 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 the NEM: ICMA Act, NEMA, NEM: Waste Act, National Water 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 UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

DUTIES : The candidate will be responsible for implementing a Regional Demonstration Project on marine litter combatting within the Kwazulu-Natal province, in line with the objectives of the Western Indian Ocean Strategic Action Programme on land-based sources of marine pollution, as well as assist the Department in expanding the project to the other coastal provinces. The successful candidate will oversee the deployment and management of litter interception devices at various locations along several priority river systems. Oversee litter recovery operations, characterize recovered litter and maintain a litter recovery database. Develop a short litter recovery manual to assist project participants. Seek opportunities to train litter recovery teams in litter separation into recyclables. Actively seek opportunities to divert the recovered litter from land-fill sites. Identify, explore and promote potential engineering and ecological infrastructure solutions to reduce litter flows into the marine environment. Liaise with the Department's Environmental Programmes Branch to deploy resources to the additional area identified. Reduce litter loading into priority river systems by improving waste management practices on land. Maintain and further strengthen stakeholder working relations and conduct advocacy activities. Conduct public outreach and awareness activities. Monitor and evaluate the Demonstration Project by collecting and analyzing data on litter recovered and compiling recommendations on whether project's objectives have been met.

ENQUIRIES : Dr. Y Peterson Tel No: (021) 819 2450

POST 02/16 : **PROJECT CO-ORDINATOR: SOURCE TO SEA REGIONAL DEMONSTRATION PROJECT (SECTION 40 NEMA) REF NO: OC01/2021**
(2-Year Contract)

SALARY : R733 257 per annum, (All inclusive package)
CENTRE : Cape Town
REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years post qualification experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, marine litter, waste management interventions, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of coastal 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 the NEM: ICMA

Act, NEMA, NEM: Waste Act, National Water 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 UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver's license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

DUTIES : The candidate will be responsible for implementing a Regional Demonstration Project on marine litter combatting within the Kwazulu-Natal province, in line with the objectives of the Western Indian Ocean Strategic Action Programme on land-based sources of marine pollution, as well as assist the Department in expanding the project to the other coastal provinces. The successful candidate will oversee the deployment and management of litter interception devices at various locations along several priority river systems. Oversee litter recovery operations, characterize recovered litter and maintain a litter recovery database. Develop a short litter recovery manual to assist project participants. Seek opportunities to train litter recovery teams in litter separation into recyclables. Actively seek opportunities to divert the recovered litter from land-fill sites. Identify, explore and promote potential engineering and ecological infrastructure solutions to reduce litter flows into the marine environment. Liaise with the Department's Environmental Programmes Branch to deploy resources to the additional area identified. Reduce litter loading into priority river systems by improving waste management practices on land. Maintain and further strengthen stakeholder working relations and conduct advocacy activities. Conduct public outreach and awareness activities. Monitor and evaluate the Demonstration Project by collecting and analyzing data on litter recovered and compiling recommendations on whether project's objectives have been met.

ENQUIRIES : Dr. Y. Peterson Tel No: (021) 819 2450

POST 02/17 : **CHIEF FORESTER REF NO: FOM02/2021**

SALARY : R532 814 per annum, (An all-inclusive annual remuneration package)
CENTRE : Kei Area
REQUIREMENTS : Applicants must be in possession of a National Diploma / Bachelor Degree in Forestry Management or equivalent qualification within related field with 3-5 years' experience. Knowledge of National Forest Act (NFA) and the National Veld and Forest Fire Act (NVFFA). Knowledge of Operations Management. Knowledge of Reporting systems and processes. Knowledge of Government business practices and policies. Understanding of programme and project management. Knowledge of Service Delivery Innovation (SDI).

DUTIES : The incumbent will be responsible to ensure implementation and monitor compliance on National Forestry Act (NFA). Evaluation of Environmental Impact Assessment (EIA). Implement activities to ensure concurrence management. Ensure enforcement of the Acts. Administration of licenses for all forms of forest resources and protected trees. Ensure that journals and flight travel documents are kept in safe place. Ensuring the implementation and monitor compliance on National Veld Fire Forest Act (NVFFA), establishment of the FPA's (Fire Protection Association). Promote the wellbeing of FPA's. Implementation of integrated veld fire management plan. Facilitate the implementation of Umbrella association. Ensure stakeholder liaison engagements, provide technical advice to stakeholders. Organise and coordinate stakeholder participation. Coordinate awareness campaigns (Fire, Participatory Forestry Management). Advise the local communities about business opportunities in Forestry. Coordinate the development of integrated local fire management plan. Oversee administration support services, ensure queries are attended. Compile reports and implement business plan for awareness campaigns. Administer all the forestry support services.

ENQUIRIES : Mr T.N Ngamile Tel No: (040) 940 4707 cell no: 082 802 6574

POST 02/18 : **ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE OCEANS AND COASTS REF NO: RCSM05/2020**

SALARY : R495 219 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : 4 year degree in environmental or natural science or equivalent qualification coupled with at least 6 years post qualification experience. Working knowledge and experience in conducting environmental audits/ compliance inspections is

a must. Proven report writing and excellent communications skills. Knowledge of National Environmental Management Act (NEMA) and related Specific Environmental Management Acts (SEMA's). Must be willing to travel and work at the Prince Edwards Islands and Antarctica for a period longer than 3 months annually. Knowledge of government standard administrative procedure and policies. Leadership, project management, computer skills, good interpersonal relationship, co-ordination of inspections, communication and analytical thinking. A valid driver's license.

DUTIES : Planning and monitor compliance with conditions of EAs and decisions and audit SANAP operations and activities in Antarctica and PEIs. Responding to environmental complaints and incidents. Provide inputs into EIA decisions and other SANAP environmental management policies. Coordinate functions of the overwintering Team ECOs on Marion Island (annual contract workers). Implement NEMA/PEP provisions and EIA regulations/CEP guidelines, and application of EIA systems. Implement EIM components of Antarctic and PEIs' Treaties, Protocols and related Legislation. Generating inspection and feedback reports by determining the status of compliance. Follow up on remedial actions as recommended in audit reports. Records management. Provide support to other Compliance and Enforcement projects.

ENQUIRIES : Nketu Lesejane Tel: (012) 399 8791

POST 02/19 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COASTAL CONSERVATION STRATEGIES REF NO: OC02/2021**

SALARY : R495 219 per annum, (all inclusive total package of R671 993)
CENTRE : Cape Town

REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Sciences or equivalent qualification. 6 years post-qualification experience in related field. Experience in research will be desirable. Knowledge and understanding of coastal management processes. Extensive knowledge and skills of the South African coast, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. The ability to interpret and apply coastal and related legislation and policies, including the ICM Act, the White Paper for Sustainable Coastal Development in South Africa, NEMA and NEMA Regulations, Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental. Understanding of conservation and sustainable use principles. Ability to interpret & apply policies. Good communication skills. Ability to draft comprehensive, professional quality, well-structured and clearly articulated reports and submissions. The ability to independently analyze and solve problems through innovative thinking and conflict management techniques. Ability to communicate and skillfully lead discussions and chair meetings. Possession of strong analytical, administrative, communication (both verbal and written), project management, conflict management, financial management and negotiation skills. High proficiency in computer skills. Strong leadership skills. Possession of a valid driver's license.

DUTIES : To provide overall leadership and direction within the Sub-Directorate: Coastal Development and Protection as to: Oversee the administration of Off-Road Vehicle permitting and the evaluation of the Environmental Impact Assessments Reports. Ensure cooperative governance and stakeholder management through relevant forums, working groups and committees. Coordination, planning and implementation of priority coastal infrastructure projects Promote integrated and coordinated coastal management, with an emphasis on the on-going implementation of the regulations for the control of use of vehicles in the coastal zone, at a national level, implementation of online and decision support systems, general provision of inputs into coastal management plans, as well as internal submissions that require ORV and EIA. Ensure the implementation of the Integrated Coastal Management Act (No. 24 of 2008).

ENQUIRIES : Ryan Peter I Tel No: (021) 819 2490

POST 02/20 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ESTUARIES MANAGEMENT REF NO: OC03/2021**

SALARY : R495 219 per annum, (All inclusive total package of R 671 993)
CENTRE : Cape Town

REQUIREMENTS : An appropriate 4 year Honours Degree in Natural or Environmental Sciences or equivalent qualification. 6 years post-qualification experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Proven project management,

coastal and estuarine management. 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 Finance Management Act, DEA policies and procedures, Public Service and Departmental Procedures and Prescripts. Ability to work under extreme pressure and resolve conflict. Excellent interpersonal, communication, presentation and writing skills are essential. A valid driver's license (code 8) and willingness to travel extensively.

DUTIES : Facilitate the development and implementation of national estuary management plans through cooperation with relevant government department. Support the development and implementation of estuary management plans at provincial including attending to stakeholder engagements at national and international. Facilitate strategies and/or framework for climate change resilience for estuaries in South Africa including the socio economic opportunities provided. Manage and administer the agreements, reports and programmes for estuaries with management authorities in South Africa, including trans-boundary related issues. Ensure the development and implementation of regulatory policy and/or framework for coordinated management of estuaries in South Africa.

ENQUIRIES : Mr P Khati Tel No: (021) 819 2495

POST 02/21 : **ASSISTANT DIRECTOR: NRM AREA PROGRAMMES (AREA MANAGER)**
REF NO: EP9009/2020

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

REQUIREMENTS : A three year Bachelor Degree/National Diploma in Natural Science/Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.

DUTIES : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.

ENQUIRIES : Mr W Roux: Tel No: (015) 291 5403/5526

POST 02/22 : **ASSISTANT DIRECTOR: EPWP REPORTING**

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

REQUIREMENTS : Appropriate degree/diploma in Natural Sciences or relevant qualification coupled with at least 5 years post qualification experience. Knowledge and understanding of strategic coordination and or planning. Knowledge and

understanding of EPWP. Extensive experience in conducting social research. Experience in Project management. Knowledge of government legislative frameworks and prescripts. Practical experience relating to information management, Good Financial management skills, sound research, analytical, organising, planning skills. Stakeholder management and coordination. Ability to develop and apply policies. Ability to work independently and under pressure. Must be in possession of valid driver's license.

DUTIES : Provide EPWP information for Branch reporting purposes; Generate report for programmes on EPWP output. Manage capturing of all EPWP reports into the EPWP reporting systems. Ensure quality management of EPWP reports submitted by the branch; identify non-compliant project reports. Ensure effective functioning of the mechanisms for coordination.

ENQUIRIES : Mr M Moela Tel No: (012) 399 9730

POST 02/23 : **ASSISTANT DIRECTOR: FORESTRY REGULATION REF NO: FOM01/2020**

SALARY : R470 040 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized three (3) year degree/Diploma in Natural or Environmental Sciences coupled with 5 years of qualification experience in related field. Knowledge in the regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental Management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and Treasury) s. Communication (Written and verbal)/ Interpersonal skills; Analytical skills; Negotiation Skills; Presentation skills and Computer literacy. The incumbent must possess the following abilities: Innovative and proactive; Ability to work long hours voluntarily; Ability to gather and analyze information. Proven leadership skills; Ability to develop and apply policies; Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills; Ability to work under extreme pressure; Conflict management and resolution; Ability to organize and plan under pressure; Ability to collect and interpret information and reports; Interpersonal relations; Initiative; Responsibility and loyalty.

DUTIES : Development, implementation, monitor and review of NFA policies and strategies. Ensure and promote Compliance and enforcement regarding the National Forests Act No. 84 of 1998. Develop and implement capacity building and communication programmes for stakeholders. Provide technical advice in the issuing of licenses for protected trees, State and natural forests.

ENQUIRIES : Mr R Madula Tel No: (012) 309 5709

POST 02/24 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA IMPLEMENTATION REF NO: CCAQ02/2021**

SALARY : R415 219 per annum (Total remuneration package R676 744 per annum)

CENTRE : Pretoria

REQUIREMENTS : A four year Degree in Natural or Environmental Sciences or equivalent qualification plus six years post qualification experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally); Air Quality Management; Administrative procedures; Ability to manage and plan for activities, including projects and policy matters; Ability to develop, interpret and apply policies, strategies and legislation. Stakeholder engagement; Negotiation skills; Problem Solving and Analysis People Management and Empowerment; Client Orientation and Customer Focus Communication skills (Written and Verbal). Good interpersonal relations skills. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES : Contribute towards the implementation of Priority Area Air Quality Management Plan systems, protocols, regulations, strategies and guidelines. Facilitate the development of annual implementation plans for the priority areas Implementation Task Teams (ITT). Provide expert technical and subject specific support to air Quality Management Functions in PA including atmospheric emission licensing, information management and capacity building. Manage and coordinate the implementation of specific projects for air quality management in priority area. Perform the review and audit of the implementation systems and interventions contained in the Priority Area Air Quality Management Plans. Provide inputs to the review and revision of the priority area AQMPs.

ENQUIRIES : Mr. V Gololo Tel No: (012) 399 9203

<u>POST 02/25</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE DEVELOPMENT REF NO: CMS01/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Total package of R532 814 per annum/ conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate degree/diploma in Human Resource Development or relevant qualification coupled with at least 5 years post qualification experience. Knowledge and understanding of HR related legislations and prescripts (e.g Skills Development Acts, Skills levies Act, SAQA Act etc.) as well as Sound understanding of PFMA, Knowledge of HRD administrative procedures and practices, Ability to implement projects, knowledge and understanding of Contract management. Ability to gather and analyse information, Ability to work independently and under pressure. Must be in possession of valid driver's license.
<u>DUTIES</u>	:	Develop and Manage SMS Executive coaching, Develop and Implement the WSP and ad-hoc training for Senior Management Services including leadership development for Woman, Develop and manage the implementation of the DLN for MMS and SMS including employees on level 04-10, Coordination of SMS induction.
<u>ENQUIRIES</u>	:	Mr J Moepya Tel No: (012) 399 8682
<u>POST 02/26</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AND EXTERNAL COMMUNICATION REF NO: CMS02/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Total package of R532 814 per annum/ conditions apply)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate degree/diploma in Degree/National Diploma (NQF6) in Journalism/Communications or relevant qualification or relevant qualification coupled with at least 3-5 years relevant experience. Experience in language editing formats and quality control mechanism. Extensive experience in minute taking. Good working experience as journalist. Good experience in project management. Ability to implement projects. Knowledge and understanding of PFMA and other related government legislation. Knowledge of public service and departmental procedures. Coordination and organisational skills, Listening and report writing skills, Good communication skills, Ability to work independently and under pressure. Must be in possession of valid driver's license.
<u>DUTIES</u>	:	Provide external communication support; Assist in development and implementation of media plans for Department' events. Assist in implementation of the Department' external communication strategy. Prepare and disseminate media statement/media alerts; Provide internal communication support. Assist in development and implementation of the internal communication strategy. Conduct media monitoring and analysis; Provide a comprehensive analysis of media coverage on Departmental events. Provide general communication support; Assist in any communication related project/programme in the department, Assist with the logistics and communication outputs of events.
<u>ENQUIRIES</u>	:	Ms Z Mqayi Tel No: (021) 814 8068
<u>POST 02/27</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR5): LAW REFORM REF NO: RC5M03/2021</u>
<u>SALARY</u>	:	R373 389 per annum (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of Environmental Law, Mining Law, Constitutional Law, Promotion of Access to Information Act and Administrative Law. Knowledge and experience in judicial review application. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential. Proven experience in the drafting or vetting of draft primary or subordinate legislation. Must be able to travel and must have a drivers licence, and be able to work after hours or over weekends when necessary. Good negotiating skills.
<u>DUTIES</u>	:	Draft and vet draft legislation and delegations. t. 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. Comment on or vet draft permits, authorisations, licences

and exemptions. Provide legal support when environmental legislation is taken on review.

ENQUIRIES : Mr S Kobese Tel No: (012) 399 9351

POST 02/28 : **CHIEF MARINE CONSERVATION INSPECTOR REF NO: FIM19/2020**

SALARY : R316 791 per annum (R460 251 Total Cost to Company)

CENTRE : Port Nolloth Harbour, Northern Cape

REQUIREMENTS : National Diploma/Degree in Nature Conservation//Environmental Management/ Fisheries Management (NQF Level 6) or equivalent qualification, 3 years' experience in law enforcement, Environmental education and A valid Code B driver's licence. Knowledge and understanding of: all relevant legislation and regulations that govern the Public Service including the PFMA and Treasury Regulations, the Public Service Act, the Labour Relations Act etc.; the marine aquaculture environment; Integrated Coastal Management Act; Criminal Procedure Act; National Environmental Management Biodiversity Act; Marine Living Resources Act 18 (1998) and all applicable legislation with respect to natural resources management; the white paper on the transformation of the public service (Batho Pele). Skills: Planning and execution; Mentoring and coaching; Supervisory skills; Conflict management; Knowledge Management; Service Delivery Innovation; Communication; Honesty and Integrity.

DUTIES : Enforce port state measures and local policies through inspections: Initiate and implement operational plan at station level to meet the targets in the key fisheries; Monitor fishing vessels at landings sites through compliance with fishing permits and permit conditions. Enforce and intensify efforts to comply with set standards: Inspect Fish Processing Establishment for compliance with permit conditions. Create and manage database to improve monitoring of the movement of fish; Conduct vehicle patrols and road blocks with partners at vehicle check points. Report accurately on confiscations; Issue fines and open dockets when necessary; Testify in court; Ensure chain of evidence is secure and statement taking is accurate. Create awareness to foster compliance. Comply with the Marine Living Resources Fund risk management strategy: Update exhibit books, equipment and transgression registers; Comply with PFMA and all Supply Chain prescripts, Compile monthly, quarterly and annual reports; Manage and supervise personnel Strengthen partnerships with other organs of state, NGOs and municipalities through regular operations and meetings: Plan joint operations with partners; Attend monthly meetings with partners; Plan and execute inspections at ports of entry and exit. Identify and initiate new partnerships.

ENQUIRIES : Ms F. Savel Tel No: (083) 533 4919 e-mail: FatimaSA@daff.gov.za

POST 02/29 : **SHEQ (SAFETY, HEALTH, ENVIRONMENT AND QUALITY) OFFICER (X2 POSTS)**

SALARY : R316 791 per annum

CENTRE : Ref No: EP02/2021. Western Cape Region (based in Bellville)

Ref No: EP03/2021. Mpumalanga Region (based in Nelspruit)

REQUIREMENTS : National Diploma in Occupational Health and Safety / Environmental / Risk / Quality Management or equivalent qualification; 2 – 3 years' experience in relevant field with extensive experience in project or programme safety planning, implementation and compliance assessments; Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA), Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, Identify

- occupational health and safety interventions to address compliance shortcomings, Analyses quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; perform ad hoc duties as instructed by the relevant supervisor.
- ENQUIRIES** : Mr M Talip Tel No: (082) 632 5382
- POST 02/30** : **SENIOR ADMINISTRATION OFFICER: TELECOMMUNICATION SERVICES REF NO: CMS03/2021**
- SALARY** : R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : Bachelor degree/National diploma in Public Management or relevant qualification coupled with at least 2-3 years working experience in telecommunication services. A minimum of 2 years working experience in administration, finance and procurement procedures. Experience in project management. Skills: Good communication skills (writing and verbal), coordination and organizational skills, interpersonal skills, report writing skills, good computer skills (MS Word, Excel, PowerPoint), ability to work independently and under pressure, multi-tasking and self-supervision. The candidates should have a sense of responsibility, loyalty and honesty.
- DUTIES** : Provision of telephone and facsimile message facilities; ensure the installation or removal of fixed landlines. Handle the control of telephone monitoring system; generate electronic report on monthly user-expenditure, issue notice of outstanding payments by user to Finance. Ensure payment to specific service providers; ensure timeous reconciliation of all statements and invoices. Monitor control of cellular telephone and data devices.
- ENQUIRIES** : Mr M Mugivhi Tel No: (012 399 8520)
- POST 02/31** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COMPLIANCE BIODIVERSITY AND CONSERVATION REF NO: RCSD01/2021**
 Re-Advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.
- SALARY** : R272 739 per annum (OSD)
CENTRE : OR Tambo International Airport
REQUIREMENTS : National Diploma/Degree in Natural/ Environmental Science/Nature Conservation or equivalent qualification. 1 – 2 years' experience required in a relevant field of biodiversity compliance and enforcement. Environmental Management Inspector (EMI) training will be an added advantage. Knowledge of the provisions of the National Environmental Management Act (NEMA), the National Environmental Management Biodiversity Act (NEMBA), the National Environmental Management Protected Areas Act (NEMPAA) and associated regulations and norms and standards. Good understanding of environmental legislation and regulations. Knowledge of government standard administrative procedures and policies will be essential. Applicants must have the following skills: good communications skills (written and oral), good report writing skills, project management, conflict management skills, good interpersonal relations, good organization and planning management. A Drivers License.
- DUTIES** : Plan and coordinate national activities/ joint operations on compliance monitoring. Conduct compliance inspections of the provisions of the National Environmental Management Act, National Environmental Management: Biodiversity Act, the National Environmental Management: Protected Areas Act, its associated regulations and norms and standards. Maintain and administer compliance monitoring information management and reporting system pertaining to import and export consignments requirements/control. Participate in the implementation of compliance and enforcement measures to protect biodiversity. Work closely with other organs of state and conservation agencies. Provide technical support to the Sub-directorate. Provide technical support to all the Compliance and Enforcement projects. Perform administrative related functions.
- ENQUIRIES** : Mr W Rikhotso Tel No: (012) 399 8803
- POST 02/32** : **BIODIVERSITY OFFICER PRODUCTION GRADE A: BIODIVERSITY ECONOMY REF NO: BC01/ 2021**
- SALARY** : R272 739 per annum (OSD)
CENTRE : Pretoria
REQUIREMENTS : A three year Bachelors degree/National Diploma in Natural or Environmental Sciences or relevant qualification. 1-2 years' experience in related field.

- Additional training courses including Programme and Project management, Environmental Law, Computer Skills. Knowledge of Biodiversity management, biodiversity economy and sustainable use (globally, regionally and locally). Knowledge of the natural resource use value-chains and valorisation relating to propagation, cultivation and value-addition of indigenous biological resources (Will be added advantage). Research and data interpretation, Stakeholder engagement, Project management, Good computer skills, and Administrative processes.
- DUTIES** : Knowledge of the Biodiversity Economy and sustainable development issues (globally, regionally and locally). Understanding of the Nagoya Protocol on Access and benefit-sharing arising from the utilisation of biological resources. Knowledge of intergovernmental institutional arrangements for biodiversity and sustainable development functions. Knowledge of sustainable utilization of biodiversity and natural resource management. Knowledge of the natural resource use value-chains and valorisation through various government programmes to address national imperatives. Knowledge of the PFMA and related Supply Chain Management processes. Ability to conduct research, gather and analyse information. Proven competence in the area of multiple stakeholder management and mobilization.
- ENQUIRIES** : Ms PC Langazane, Tel No: (012) 399 9132
- POST 02/33** : **BIOSECURITY INSPECTOR REF NO: RCSM02/2021**
(11 Months Contract)
- SALARY** : R257 508 per annum
CENTRE : OR Tambo International Airport
REQUIREMENTS : Degree/ National Diploma in Environmental Management/Science, Natural Science, Animal Health or equivalent qualification. 2-3 years' experience in related field. Knowledge of the application of the relevant national and international prescripts relating to the management of invasive alien species such as the National Environmental Management: Biodiversity Act (NEMBA) and its associated Regulations, the Convention on Biological Diversity (CBD), the World Trade Organization Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS Agreement), the International Plant Protection Convention (IPPC) and the World Organisation for Animal Health (OIE). Working Knowledge of alien and invasive species management as well as the inspection procedure. Good understanding of biodiversity conservation, ecological interactions at population, community and ecosystem level especially related to Alien Invasive Species. Good communication, interpersonal and administrative skills. Competency in the use of a computer and MS Office software. Good written and verbal communication skills and ability to work independently as well as in a team. Willingness to work long hours. In possession of a valid driver's license and willingness to travel and work irregular hours.
- DUTIES** : Conduct inspections at international passengers' terminals, cargo and mail centre and keep records thereof. Handle complaints, queries and enquiries from customers/stakeholders, Compile records of intercepted specimens. Complete the EMI pocket book to ensure an effective chain of custody process in cases that require enforcement action. Conduct awareness sessions in line with the biosecurity advocacy plan and ensure the inspection reports are submitted for necessary enforcement interventions.
- ENQUIRIES** : Ms K Wanjau Tel No: (012) 399 9571
- POST 02/34** : **DOCK MASTER REF NO: FIM20/2020**
- SALARY** : R257 508 per annum (R388 321 Total Package)
CENTRE : Houtbay Harbour
REQUIREMENTS : Applicants must be in possession of a Senior Certificate and drivers license. Experience in technical use of power tools, heavy machinery and hand tools. Must have a good understanding of safety procedures. Must be able to conduct vessel slipping. Must have a sense of responsibility and be able to work with minimal supervision and support harbour manager. Willingness to work long hours and weekends/public holidays when needed. Must be able to assist other fishing harbours when required .Ability to work under pressure.
- DUTIES** : Receive documents from vessels skippers/ representatives. Consult slip registry to prioritise vessels for slipping. Analyse the vessel-docking plan to assess material and capacity to be used. Communicate with the divers and Dockers in dinghy in the water that the vessel is in enroute. Direct Dockers on vessels to align vessel on slip cradle. Instruct Dockers on the gantry to retract bilge blocks to stabilise vessels on cradle. Ensure continuous alignment and

adjustment of bilge blocks while cradle in motion. Align cradle to land break and insert safety pin. Instruct team manually lift and carry turf pullers and stack onto side slip fix beams. Off-loading side slip equipment for safe storage.

ENQUIRIES : Mr L. Williams Tel No: (082) 806 3806 e-mail: LucasW@daff.gov.za

POST 02/35 : **DOCKERS REF NO: FIM21/2020 (X4 POSTS)**

SALARY : R208 584 per annum (R328 960 Total Package)
CENTRE : Houtbay; Hermanus; Stilbaai; Laaiplek (please indicate preferred center)
REQUIREMENTS : Applicants must be in possession of a Senior Certificate. Must have basic knowledge of working with heavy duty tools as well as slipway operations or similar activities. Must have a sense of responsibility and be able to work with minimal supervision and support the dock master. Willingness to work long hours when needed and the ability to work under pressure. Assist in other fishing harbours and also work weekends and public holidays as required

DUTIES : Align vessel on slip cradle. Retract bilge blocks to stabilize vessel on cradle. Ensure continuous alignment and adjustment of bilge blocks while cradle in motion. Operate motor/ electrical winch to pull the vessel out of the water. Operate slip gantry engine to control cradle arms. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Chipping metal to remove rust. Paint the slipway infrastructure and replace worn wood on the slip beams. Check hydraulic pipes for leaks on power packs and hydraulic pullers. Sweep ground area with heavy duty brooms. Collect and dispose of slip garbage at municipal dumpsite. Clean slip equipment with high pressure gun. Adhere and assist to all emergency calls e.g. oil spills, sinking vessels including compliance issues.

ENQUIRIES : Mr L. Williams Tel No: (082) 806 3806 e-mail: LucasW@daff.gov.za

POST 02/36 : **RECORDS CLERK (REGISTRY CLERK) REF NO: CMS04/2021**

SALARY : R173 703 per annum (Total package of R286 638 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus relevant experience in records management. Knowledge of registry processes and practices as well as the ability to capture data. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge and understanding of legislative frameworks governing the Public Service. Good communications and computer skills. Planning and organisational skills. Ability to work independently and under pressure.

DUTIES : Administration of incoming mail and correspondence. Administer and maintain files; Receive documents for disposal in terms of the National Archives Act. Provide registry counter service; process departmental mail in line with the applicable prescripts. Despatch of departmental mail/file and correspondence; Ensure that official documents and correspondence are processed.

ENQUIRIES : Ms R Mogoto Tel No: (012) 399 8619)