

## DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES

- APPLICATIONS** : Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. For Eastern Cape, KwaZulu-Natal and Free State posts: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 23 March 2021
- NOTE** : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and where a driver's license is requirement, a certified copy must be attached in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 07/05** : **DIRECTOR: ATMOSPHERIC POLICY, REGULATION AND PLANNING REF NO: CCAQ03/2021**
- SALARY** : R1 057 326 per annum (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree in Natural/Physical Science or an equivalent relevant qualification (NQF7) plus a minimum of five years middle management experience in the field of air quality management. A post graduate qualification and/or specialist qualification relating to air quality management will serve as an added advantage. Specialist knowledge of: Government's environmental quality and protection-related policies, priorities and strategies air quality matters and air quality management in particular components of the air quality governance cycle as described in the 2007 National Framework for Air Quality Management with respect to national policy, strategy and legislation. General Knowledge of: All environmental issues, especially those relating to the air Planning and budgeting methodologies Business and project plan monitoring and reporting methodologies General management practices.
- DUTIES** : The Department of Environment, Forestry and Fisheries is looking for a dynamic senior manager with an air quality management background to lead the Atmospheric Policy, Regulation and Planning Directorate. In addition to carrying out standard management functions, the successful applicant will ensure 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: (i) National policy, legislation, regulation, development and review (ii) Atmospheric Norms and Standards (iii) Air Quality Management Planning, (iv) Priority Area Planning and Review; and (v) Ensuring that all governmental interactions in respect of air and atmospheric quality are informed by technical information of the highest quality standards.
- ENQUIRIES** : Dr T Khumalo Tel No: (012) 399 9187

**POST 07/06** : **DIRECTOR: LABOUR RELATIONS REF NO: CMS06/2021**

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

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree/ Advanced Diploma in Labour Relations or equivalent relevant qualification (NQF7) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have five (5) years of experience at middle management level. Understanding of relevant legislation and regulatory framework. Knowledge of strategic planning and budgeting. Project management skills. Service oriented. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies and legislation. Excellent communication, analytical, innovative, problem solving and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Ability to work under pressure and long hours.

**DUTIES** : Manage the development and maintenance of labour relations strategies and policies. Oversee the implementation of grievances and misconduct processes. Manage labour disputes and provide support in litigation cases. Manage and coordinate collective bargaining processes (e.g. DBC and other activities).

**ENQUIRIES** : Ms P Luphondo Tel No: (012) 399 9516

#### **OTHER POSTS**

**POST 07/07** : **DEPUTY DIRECTOR/REGIONAL PROGRAMME LEADER: NATURAL RESOURCES MANAGEMENT PROGRAMMES REF NO: EP9012/2020**

**SALARY** : R869 007 per annum (all-inclusive remuneration package)

**CENTRE** : Eastern Cape

**REQUIREMENTS** : An appropriate 3-year Bachelor's Degree/Diploma in Natural Sciences/Environmental Management plus 3-5 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.

**DUTIES** : The incumbent will be expected to Manage the Natural Resource Management Regional Office for the Eastern Cape 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.

**ENQUIRIES** : Ms D Soginga Tel No: (021) 441 2731

**POST 07/08** : **DEPUTY DIRECTOR: FORESTRY DEVELOPMENT REF NO: FOM01/2021**

**SALARY** : R869 007 per annum (all-inclusive remuneration package)

**CENTRE** : KwaZulu-Natal

**REQUIREMENTS** : A Bachelor's Degree in Forestry/ Developmental Studies (NQF6) or equivalent relevant qualification. 3-5 years' experience. Knowledge of housing management, knowledge and understanding of the State Forest Act, National Forest Act (NFA)

and the National Veld and Forest Fire Act (NVFFA). Knowledge of Operations Management, Reporting systems and processes. Project Management and strategic planning. Relationship Management, Stakeholder engagement. Willingness to learn new skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to work under pressure and long hours. Willingness to travel.

**DUTIES** : Manage the socio-economic development of the Forestry sector. Manage the identification, facilitation and implementation of integrated Forestry Development interventions with other stakeholders. Participate in other stakeholder initiatives related to community development with regards to Forestry Development. Identify programmes that will assist with creating economic development opportunities in communities through needs assessments. Management and implement Forestry Development Programmes and Projects. Ensure sustainable management of the state nurseries. Implement greening initiatives (1 million tree) programmes. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's) and private individuals and communities to ensure long term commitment to land under Forestry Programmes. Ensure the integration of Forestry Development into Local, Provincial and National Government Development spheres. Management the resource of the Sub directorate (Physical, Human and Financial).

**ENQUIRIES** : Ms Kim Wier Tel No: (082) 887 2098

**POST 07/09** : **DEPUTY DIRECTOR: CHINA-SOUTH AFRICA AQUACULTURE TECHNOLOGY DEMONSTRATION CENTER REF NO: FIM25/2020**  
(3 Year Contract)

**SALARY** : R733 257 per annum (An all-inclusive annual remuneration package)  
**CENTRE** : Gariep Dam, Free State  
**REQUIREMENTS** : A National Diploma/ Bachelor degree in Aquaculture or Natural qualification. Minimum of three (3) years' experience within the Aquaculture field. Knowledge on aquatic environment and biology. Knowledge and understating of aquaculture systems. Understanding of environmental management and its application to aquatic environment. Knowledge of project planning and management. Knowledge of research methodologies and concepts. Supervisory experience.

**DUTIES** : Oversee aquaculture research and development activities at China-South Africa Aquaculture Technology Demonstration Centre. Coordination and execution of aquaculture training at the China-South Africa Aquaculture Technology Demonstration. Coordination and facilitation of production demonstration for freshwater fish species at the China-South Africa Aquaculture Technology Demonstration Center. Oversee breeding and hatchery management of the all fish species farmed at the ATDC. Provide technical support and extension services for freshwater aquaculture farms in the Free State Province and surrounding areas. Identify state funded aquaculture project within the Free State Province and ensure provision of technical support in partnership with relevant stakeholders. Oversee all administrative and management processes of the China-South Africa Aquaculture Technology Demonstration Center. Human capital management

**ENQUIRIES** : Ms K Morake-Makhalemele Tel No: (082) 407 4420

**POST 07/10** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: CMS07/2021**

**SALARY** : R733 257 per annum (An all-inclusive annual remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have a Degree or National Diploma in Labour Relations or equivalent relevant qualification. A minimum of 3-5 years' experience in the related field. Knowledge of Labour Relations Act, Public Service Act, Public Service Regulation. Understanding of labour relations and HR practices and processes. Knowledge of project management and policy development. Skills required: Programme and project management; Change management; Strategic management; Planning, organising and coordination; Sound research, Analytical and decision-making; Computer literacy. The ability to work under pressure and long hours.

<b><u>DUTIES</u></b>	:	Manage and monitor the management of the disciplinary, grievance or incapacity policies or guidelines. Provided management support in the analysis and investigation of misconduct cases. Quality assurance of submissions, investigation reports, charges and outcomes. Quality assures submission, reports for approval of recommendation. Secure mandates on cases from principals before the sitting. Advise line managers on informal discipline within 3 days of receipt of request. Prepare appeal documentation for the DDG: CMS as Appeal Authority. Ensuring grievance is investigated and outcome processed and communicated. Advise Appeal Authority on Misconduct Appeals within 30 days of appeal. Provide advice to supervisors and managers on labour relations. Manage and co-ordinate the handling of disputes. Represent the Department at conciliation and arbitration. Monitor the receipt of referral forms and notices of conciliation and arbitration if they are properly served to the Department. Ensure employer representative on disputes. Identify and advice on motivations to be done of services procured for dispute cases. Manage training and development in labour relations. Ensure facilitation of information sessions for branches with challenges on employment relationship. Ensure facilitation of monthly code of conduct inductions. Advise Managers and supervisors on management of discipline in the workplace especially progressive discipline. Manage and facilitate training and development of investigators, initiators and presiding officers. Manage and co-ordinate support to the Departmental Bargaining Chamber. Represent the Department at the Departmental Bargaining Chamber (DBC). Ensure that minutes are taken during the multilateral meetings and ensure inputs made are addressed accordingly. Ensure that policy drafters are available on workshops for the renewal of policies.
<b><u>ENQUIRIES</u></b>	:	Mr L May Tel No: (066) 383 2837
<b><u>POST 07/11</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT REF NO: CMS11/2021</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (An all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognized three (3) year Degree/National Diploma in Public Administration or equivalent relevant qualification coupled with 5 years' experience in related field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning; Business planning; professional report writing. Knowledge of policy development; Business process management; knowledge Organization performance management and Risk management. Knowledge and understanding audit procedures; Research methodologies and presentation. Good Project management. Knowledge of accessing and operating the computerized post tracking system; Formats and routes of documentation throughout the department; Quality Control of documents and EDMS. Knowledge and understanding of hierarchy and management structure of the department and Different specialized fields of the branches and chief directorates expertise and responsibility. Policies, legislation and procedures; Public Service and Departmental procedures and prescripts. Planning and performance management legislation. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and Technical writing skills. Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; highly developed sense of honesty and Protect the confidentiality of documents.
<b><u>DUTIES</u></b>	:	Ensure budget and procurement administration. Provide strategic planning support and office management. Ensure compliance and manage reporting for office of the DDG. Liaise and develop relationship within internal and external stakeholder.
<b><u>ENQUIRIES</u></b>	:	Ms T Sobayeni Tel No: (012) 399 8748
<b><u>POST 07/12</u></b>	:	<b><u>SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS10/2021</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Total package of R460 251 per annum/ conditions apply)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	National Diploma in Labour Relations or relevant qualification. A minimum of 2-3 years' experience in the related field. Introduction to PERSAL certificate. Knowledge of disciplinary code and procedures; Grievance; mediation and arbitration procedures. Public Service legislation and resolutions. Skills required: Programme and project management; Conflict resolution; Sound organising and planning; Interpretation and application of legislation and policies; Communication (written and verbal) and computer literacy. The ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Handle misconduct cases. Conducting investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Generate submission communicating outcomes of grievance investigations. Advise employees on grievance process. Facilitate the appointment of Investigation officers. Communicate grievance outcome. Provide advice and development of labour relations matters. Identify gaps and advise on training required for Managers and supervisors. Identify and facilitate training for branches with challenges on employment relationship. Coordinate workshops on ER processes. Handle dispute case effectively. Facilitate the resolution of disputes. Monitor the filling of all notices received for disputes. Draft submission of employer representative on disputes. Identify and advise on motivations to be done of services procured for dispute cases. Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders. Represent the Department at the Departmental Bargaining Chamber (DBC). Take minutes during the bilateral meetings and ensure inputs made are addressed accordingly. Liaise with policy drafters for availability on workshops and do follow-up on revised policies. Communicate venue for the DBC and bilateral to members. Submit Collective agreements to the Council. Generate Grievance reports to PSC. Communicate Monthly reports to Branches. Ensure that all grievance, misconduct and dispute cases are captured on PERSAL. Update and manage database.
<b><u>ENQUIRIES</u></b>	:	Mr L Motsepe Tel No: (012) 399 8681
<b><u>POST 07/13</u></b>	:	<b><u>OFFICE ADMINISTRATOR III: OFFICE OF THE DIRECTOR GENERAL REF NO: ODG06/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Total package of R460 251 per annum/ conditions apply)
	:	Pretoria
	:	Degree/National Diploma in Administration/Public Management or equivalent field 2-3 years' experience in Administration or related field. Knowledge of Administration procedures; financial management; Project management; Batho Pele Principles – service delivery; minute taking; computer literacy; interpersonal skills; organizing skills; presentation and facilitation skills, communication and problem solving skills.
<b><u>DUTIES</u></b>	:	Render Secretarial and receptionist support to the Office of the DG (ODG): Ensure no clashes of dates and confirm all appointments at least 1 day prior to the appointment; Accept/decline invitations Scheduling appointments; Confirm responses to invitations in writing or telephonically; Diarising temporarily before confirmation; Diarises all appointments for the DG within 1 day of the confirmation; Scheduling DG's meetings with Branches and Public Entity Executives; Effective minute taking, typing and prompt distribution thereof provide administrative support to the ODG; Submit leave forms to HR Leave Section through EDMS, Submit claims to Finance Section (S&T, cell phone, 3G etc.); Ensure that all officials in the ODG receive and sign for their salary slips, distribute telephone accounts to officials and consolidate the spreadsheet and submission; Corresponding with officials in a prompt, clear and confidential manner; EDMS Processing of submissions; Assist with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any Adhoc request for inputs. Provide document management support in the ODG: Manage correspondence by receiving and distributing documents; Assist with mailing, faxing filing and distributing of documents; Draft correspondence (External/External Memos, Submissions, Presentations), Record all incoming and outgoing correspondence from the ODG in the register; Ensure that documents are hand delivered or posted and signed for;

Provide logistical support services to the ODG: Make proper travelling arrangements, accurate flight, car rental and accommodation arrangements for the DG and officials in the ODG; Submit advance request to Finance when required; Make Logistical arrangements for the meetings (confirm the date, time and venue for the meeting); Distribute the agenda and relevant documentation prior the meeting; Prepare tea or refreshments for the meeting when required, Obtain petty cash form Finance for purchasing of refreshments required. Provide Client Liaison support

**ENQUIRIES** : M Sharief Starke Tel No: (012) 399 9032

**POST 07/14** : **OFFICE ADMINISTRATOR III REF NO: CMS10/2021**

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

**REQUIREMENTS** : A Degree/National Diploma in Administration/Public Management or equivalent qualification. A minimum of 2-3 years' experience in Administration or related field. Knowledge of Administration procedures, financial management, Project management, Batho Pele Principles – service delivery and Minutes taking. Computer literacy, Interpersonal skills, Organizing skills, Presentation and facilitation skills, Communication and problem solving skills.

**DUTIES** : Render Secretarial support to the DDG: Ensure no clashes of dates and confirm all appointments at least 1 day prior to the appointment, Accept/decline invitations, Scheduling appointments, Confirm DDG's response to invitations in writing or telephonically, Diarizing temporarily before confirmation, Diarize all appointments for the DDG's within 1 day of the confirmation, Scheduling DDG's Unit Meetings, Effective minute taking from DDG's diary book, typing and prompt distribution thereof. Provide administrative support to the DDG's Office: Submit Leave forms to HR Leave Section through EDMS, Submit claims to Finance Section (S&T, cell phone, 3G etc.), Ensure that all officials receive and sign for their salary slips, Distribute telephone accounts to officials and consolidate the spreadsheet and submission to Office of DDG CMS for Branch Meetings, Distributing documents in prompt, clear and confidential manner, EDMS Processing, Assist with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any Adhoc request for inputs. Provide document management support in the office of DDG: Manage correspondence by receiving and distributing documents, Assist with mailing, faxing filing and distributing of documents, Draft correspondence (External/External memos, Submissions, Presentations), Record all incoming and outgoing correspondence from the DDG in the register book, Ensure that documents are hand delivered or posted and signed for, Drafting and amending of submissions where required and compiling of reports where necessary. Render logistical Arrangement support services: Make proper travelling arrangements for the DDG, Make accurate flight, car rental and accommodation arrangements for the DDG, Submit advance request to Finance when required, Make Logistical arrangements for the meetings/workshop (confirm the date, time and venue for the meeting), Distribute the agenda and relevant documentation prior the meeting, Prepare tea or refreshments for the meeting when required, Obtain petty cash form Finance for purchasing of refreshments required. Provide Client Liaison support: Proper screening of calls and management of e-mails, Exchange detailed information regarding departmental policies/strategies, Provide good response to the queries and handle classified documents according to the security regulations, Ensure that all e-mail messages do reach the DDG if she is not available to reply, messages will be forwarded to immediate superiors for attention or copies are printed for her further perusal later, Internal liaising with officials to provide good response to the queries.

**ENQUIRIES** : Ms T Bhunu Tel No: (012) 399 9946