

## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.  
**Applications for Western Cape, Free State Bloemfontein; Northwest (Brits)**, must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, For Attention: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town.
- CLOSING DATE** : 15 November 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by certified copies of qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (all attached documentation must not be older than 6 months) together with the recent Curriculum Vitae in order to be considered. Please note that should you not use the newly amended Z83 and completed, initialled, and signed in full, the department reserves the rights to disqualify your application. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 37/08** : **DEPUTY DIRECTOR-GENERAL: CLIMATE CHANGE AND AIR QUALITY MANAGEMENT REF NO: CCAQ012/2021**
- SALARY** : R1 521 591 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 undergraduate qualification in Environmental Science/Management and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge of international environmental and development issues (globally, regionally, and locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies and legislation. Programme and Project Management skills. Service orientated. 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. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES**

: Monitor and evaluate national climate change responses in order to ensure informed climate change response decision-making and lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change mitigation responses. Lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change adaptation responses. 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. Prepare for, negotiate and inform the implementation of multi-lateral, mini-lateral and bilateral climate change agreements and reporting. Effectively manage, facilitate and coordinate the department's international relations, engagements and cooperation agreements. Development, implementation and management of an efficient and knowledge management system provides high-level advocacy for sustainable consumption and production. Manage environmental sector performance and facilitate the development and implementation of the strategic and operational plans for the sector.

**ENQUIRIES**

: Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656

**OTHER POSTS**

**POST 37/09**

: **DEPUTY DIRECTOR: STRATEGIC ENVIRONMENTAL INTELLIGENCE REF  
NO: CCAQ13/2021**

**SALARY  
CENTRE  
REQUIREMENTS**

: R869 007 per annum, (an all-inclusive annual remuneration package)  
: Pretoria  
: A National Diploma on NQF level 6 or Bachelor's degree in Natural Science or an equivalent relevant qualification. A minimum of 3-5 years' experience in the relevant field. Experience in the field of environmental knowledge and information management would be a distinct advantage. General, but detailed, environmental knowledge including ecology, climate change and pollution-related (green, brown and blue) focus areas. Experience in the use of research and general information-gathering techniques. Project management and excellent written and verbal communication skills. Experience in analysis and trend or linkage identification. Participatory process management, facilitation, mediation, networking and negotiation skills. Good Interpersonal and administrative skills. Experience in the use of various research and general information-gathering techniques; Project design and Project management skills. Excellent communication skills both verbal and written. Self-motivated and innovative. Improvement and service-oriented.

**DUTIES**

: The purpose of the job is to provide early warning of-, and possible responses to-, significant or potentially significant threats to-, and opportunities for-, sustainable development. To this end, the incumbent will: Implement and manage the

department's Quarterly Environmental Threat, Weakness and Opportunity Scan (QETWOS) system and associated reports, submissions and presentations; Manage and maintain the unit's research and intelligence-gathering initiatives including, among others, the DEA-CSIR Rapid Response Research (3R) Facility and contracted intelligence gathering agencies; Identify, establish and/or maintain strategic unit contact and stakeholder networks and information-sharing structures including, among others, the department's Standing Committee on Information Management and Systems (IMS), brown bag information sessions, etc.; Manage the undertaking of the biennial national environmental awareness survey and the establishment of the Citizen's Environmental Awareness Index; and Compile high quality Ministerial or top management briefing and response option submissions on issues identified by management as being significant threats, weaknesses or opportunities

**ENQUIRIES** : Mr P. Lukey Tel No: 012 399 9249

**POST 37/10** : **DEPUTY DIRECTOR: NRM REGIONAL OPERATIONS SUPPORT REF NO: EP9007/2021**

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

**CENTRE** : Northwest (Brits)

**REQUIREMENTS** : Applicants must be in possession of a National Diploma in Natural/ Environmental science or equivalent qualification within related field and. 3-5 years' experience in Natural Resource Management or relevant field. Extensive knowledge in Environmental related legislation, Natural resource management, Invasive alien species management, South African National Standards, Financial management, Project management, Personnel management Contract administration. Ability to establish and manage relevant systems and controls, To develop, interpret and apply policies, strategies and legislation and Strategic planning and budgeting. Be able to perform in-house training for staff. Knowledge of project management. Skills: Excellent technical skills, Good numerical skills and understanding statistics, Sound organizing and planning, Advanced skills in financial management, Policy development and analysis, Stakeholder engagement, leadership, Facilitation and Negotiation, excellent communication (verbal, presentation and report writing), and problem-solving skills. The incumbent must be able to work long hours voluntarily, independently and efficiently under pressure. Ability to work with difficult persons and to resolve conflict. Proactive, take Initiative responsibility and creativity. The candidate must have a valid driver's license and willing to travel.

**DUTIES** : The successful incumbent will manage financial and operational compliance to agreed deliverables of all implementing agent contracts. Develop project scope in line with operational standards and terms of reference as agreed on between the Department and implementers. Oversee assessment and processing of payments to implementers in line with NRM operational standards and terms of project scope. Ensure that targeted hectares, job opportunities, Socio-economic targeting and training planned achieved in line with terms of project scope. Ensure that targets for payments to implementers are based on planned figures and that all data is being captured in the correct format prior to new drawdowns being paid out. Develop and review Annual Plans of Operations (APOs) for Natural Resource Management projects within the province. Coordinate and ensure that both initial and follow-up invasive alien plant clearing, and land restoration are done in line with the Regional integrated clearing. Participate and coordinate a steering committee to allow members to share their views about policy and implementation of the programmes. Conduct monitoring and reporting of projects to ensure compliance with relevant legislative framework. Integrate APOs with other functions and land user compliance.

**ENQUIRIES** : Ms T Puling Tel No: (012) 399 9755

**POST 37/11** : **DEPUTY DIRECTOR/REGIONAL PROGRAMME LEADER: NATURAL RESOURCES MANAGEMENT PROGRAMMES REF NO: EP9008/2021**

**SALARY** : R869 00 per annum, (all-inclusive remuneration package)

**CENTRE** : Free State

<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms D Soginga Tel No: (021) 441 2731/ 082 467 2667
<b><u>POST 37/12</u></b>	:	<b><u>DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: CFO12/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum, (an all-inclusive annual remuneration package) Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma on NQF level 6 or Bachelor's Degree in Logistics Management or equivalent relevant qualification. A 3-5 years of experience in related field. Knowledge of procurement and business practices. Ability to establish and manage Demand systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Advanced skills in financial management; project management Good interpersonal relations and Stakeholder engagement skills. Supervisory Experience.
<b><u>DUTIES</u></b>	:	Ensure procurement of goods and services. Comply with verification of a Log 2 form. Issuing of orders for goods and services. Monitor the expediting of order. Ensure unqualified audit for orders. Ensure Chief User Workshops are conducted. Manage Provisioning System (Logis) and processing of inventory. Timeously record Logis technical error with Helpdesk. Analyse Logis generated reported. Ensure correctness of the newly created Item Control Number on Logis Confirm User Access and Administrators access rights are reviewed. Monitor the Warehouse, Transit and distribution of inventory. Ensure reconciliation and authorization of the travel & accommodation transaction process to the Department. Authorise BAS Payment Advices for Travel and Accommodation Payments. Submit outstanding documents to reconcile Amex statement. Compile No Show report for Travel and Accommodation. Verify the correctness of travel booking commitment report. Ensure adherence to Service Level Agreements payment terms. Maintenance of the Invoice Tracking System. Ensure the expediting of invoices. Monitor the correctness, completeness and accuracy of the Management Reports. Verify the correctness of accruals, commitment and inventory report. Reconciliation of the Logis & BAS Commitment report.
<b><u>ENQUIRIES</u></b>	:	Mr M Thage Tel No: 012 399 9663

**POST 37/13** : **DEPUTY DIRECTOR: PROCUREMENT PERFORMANCE AND COMPLIANCE MONITORING (LOGISTICS, DISPOSAL AND ASSET MANAGEMENT REF NO: CFO09/2021)**

**SALARY** : R733 257 per annum, (an all-inclusive annual remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma on NQF level 6 or Bachelor's Degree in Logistics or Supply Chain Management or Equivalent relevant qualification. A minimum of 3-5 years' relevant experience required. Knowledge of Logistics Management, Asset and disposal management, procurement and business practices. Ability to establish and manage Logistics and asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the logistical management and assets of the department. Knowledge of Government budgeting processes, Financial accounting; Auditing, Forensic Accounting, Risk management and Public Service financial legislative frameworks. Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure. Supervisory experience.

**DUTIES** : Review all financial transaction documentation related to commitment, accruals, inventory reconciliation, disposal management, asset register and reconciliation to ensure full compliance with Supply Chain Management legislation and prescripts. Provide Asset and Logistical management guidance, advice and support in the development and preparation of the inputs to the financial statements such as inventory, commitments, accruals and Asset register to ensure that they are accurate and correct. Ensure quality of transactions including authorized purchase orders to ensure that checklist is verified and compliant. Ensure detailed documentation and verification reviews of asset and disposal management. Monitoring compliance to Supply Chain Policy and Procedures, PFMA and its Regulations. Ensure sound corporate governance and improved compliance with Supply Chain Management reporting requirements (Internal and external reporting). Provide quality assurance services on all logistical, assets, disposal and losses transactions.

**ENQUIRES** : Ms L Nesane Tel No: 012 399 9045

**POST 37/14** : **DEPUTY DIRECTOR: MEDIA LIAISON REF NO: CMS25/2021**

**SALARY** : R733 257 per annum, (all inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma on NQF level 6 or Bachelor's Degree in Journalism, Media Studies, Communication or relevant qualification within the relevant field. A minimum of 3-5 years' experience at in the integrated communication management or media related field. Strong relationships / networks with the media industry. Understanding of South African and foreign media. Impeccable command of English language. Strong journalistic writing skill. Ability to assimilate complex technical information for specific audience. Ability to lead, motivate and coach a team. Knowledge of project management, finance, procurement and public service procedures. Excellent communication (written and verbal), coordination, planning and organizing skills. Thinking Demand: information evaluation, creativity, innovative and logical in decision-making. Ability to work well under pressure, work irregular hours and meet tight deadlines. Good interpersonal skills. A valid driver's license and ability to drive long distances.

**DUTIES** : Render effective media engagement function for the department and ministry. Develop and execute comprehensive communication strategies and media plans. Coordinate proactive media interviews, press briefings and other media engagement activities. Facilitate responses to media queries while adhering to tight deadlines. Draft and distribute media statements, advisories and fact sheets. Draft and ensure the publication of opinion pieces, letters of the editors, and speeches for the Minister and Deputy Minister. Develop content on the programmes, policies, projects and any other issues related to the work of the department. Lead the media monitoring and analysis function for the department. Manage the implementation

		of Service Level Agreements with service providers. Coordinate performance reports for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr P Mbelengwa Tel No. (012) 399 8842
<b><u>POST 37/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROJECT AND ADMINISTRATION MANAGEMENT - ADAPTIVE CAPACITY FACILITY REF NO: CCAQ14/2021 (X3 POSTS)</u></b> (Three-Year Contract)
<b><u>SALARY</u></b>	:	R376 596 per annum, plus 37% lieu of benefits
<b><u>CENTRE</u></b>	:	Garden Route (WC)/ Amathole (EC)/ uMzinyathi (KZN) District Municipalities (please indicate centre of preference)
<b><u>REQUIREMENTS</u></b>	:	National Diploma on NQF Level 6 or Bachelor degree in Public Administration or equivalent relevant qualification coupled with a minimum of 3-5 years of experience in a related field. Knowledge of Project Management and some Project Budgeting and Administration. Knowledge of PFMA, as well as Public Service legislation and Departmental policies and procedures. Technical and financial reporting especially relating to donor funding, budgeting and forecasting as well as tracking expenditure for public and donor-funded projects. Skills: Organising skills; Basic Facilitation skills; Communication skills; Computer literacy; Technical writing skills; Presentation skills. Project Management skills; Interpersonal skills; Analytical thinking and Networking skills. Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices. Experience seeing projects through the full life cycle. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination and planning ability. Excellent verbal and written communication. Interpersonal, self-driven and approachable. Solutions-driven and proactive. Ability to work both independently and in a team; ability to work under pressure.
<b><u>DUTIES</u></b>	:	Manage contracts with service provider and subcontractors by assigning tasks and communicating expected deliverables. Provide support in managing resources needed to reach objectives in an effective and efficient manner with the service provider. Develop and manage a detailed project schedule and work plan. Provide support on the preparation of documentation required for any purpose by the Department or the donor partner government. Measure project performance to identify areas for improvement. Utilize industry best practices, techniques, and standards throughout. Project execution. Ensure timely completion of the project within the relevant budget. Provide budget and forecasting support at various timeframes for use by both the Department and the donor partner government with the Departmental Finance unit. Ensure service provider is adhering to procurement rules around finance and reporting. Support service provider in financial reporting and forecasting – aligning with criteria. Provide donor fund oversight to service provider. Verifying financial reports submitted to the ACF by the service provider. Provide support on the amendment and finalization of concept notes into tender documents. Provide support on the compilation of narrative and expenditure reports. Maintain project expenditure and asset database. Liaise with ACF to confirm availability of funds for any procurement process. Provide support on the consolidation of inputs for the procurement plan. Provide support on the resource mobilisation. Support the development of a project pipeline for the District and Province. Provide support on capacity-building for climate finance.
<b><u>ENQUIRIES</u></b>	:	Mr T Phago Tel No: 012 399 8538
<b><u>NOTE</u></b>	:	NB: All Applications to be forwarded to Pretoria address
<b><u>POST 37/16</u></b>	:	<b><u>PROJECT COORDINATOR REF NO: EP9009/2021</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum, (Total package of R460 251 per annum/ conditions apply)
<b><u>CENTRE</u></b>	:	Northern Cape (Upington)
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the

Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

**DUTIES**

: Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

**ENQUIRIES**

: Mr N Manngo Tel No: (053) 836 7600