

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- 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** : 29 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, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 40/13** : **DIRECTOR: RISK MANAGEMENT REF NO: ODG11//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** : Pretoria
- REQUIREMENTS** : An undergraduate (NQF 7) in Risk Management or relevant qualification as recognized by SAQA. Five years of experience at a middle/senior managerial level in the relevant field. Affiliation with relevant professional bodies (IRMSA, IIA,

Ethics). Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of: Public Sector Risk Management Framework, Organizational and government structures, Departmental policies and procedures, Medium Term Strategic Framework (government priorities) , Principles and practice of Enterprise Risk Management, Preferential Procurement Policy Framework Act, 5 of 2000, Governance and accountability , Internal control and assurance, ERM concepts, frameworks and methodologies, King IV Report on Corporate Governance, Risk Committee Charters, Framework for Managing Programme Performance Information, knowledge of PFMA and Treasury Regulations, Government priorities, policies and legislation, Departmental policies and strategies, Standard chart of accounts, In addition, the candidate must have general knowledge of Government's standard administrative procedures. Business and project planning and budgeting methodologies; Business and project plan monitoring and reporting methodologies; HR and procurement practices and procedures; and General management practice. Understanding of and exposure to Alternative Dispute Resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability, and leadership. Willingness to work long hours and under pressure.

DUTIES : To oversee the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Ensure the development, implementation and maintenance of Enterprise Risk Management framework, plan and supporting policies and procedures. Ensure awareness on business continuity management (BCM) and good corporate governance practices. Ensure the development and implementation of risk assessment methodologies, models, and systems. Assess and maintain the risk maturity profile of the organization. Ensure identification of risks utilizing appropriate tools and techniques.

ENQUIRIES : Mr R Aucamp Tel No: 012 399 9045

OTHER POSTS

POST 40/14 : **BIODIVERSITY OFFICER CONTROL GRADE A: THREATENED OR PROTECTED SPECIES REF NO: RCSM12/2021**

SALARY CENTRE REQUIREMENTS : R495 219 per annum, (OSD)
: Pretoria
: Four (4) year Degree in Natural/Environmental Sciences or equivalent qualification within the related field plus 6 years' post qualification experience. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedure Act, court processes and document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, but not limited to threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure.

DUTIES : Ensure enforcement of Biodiversity related legislation, including administrative enforcement where applicable. Coordinate enforcement operations. Undertake criminal investigations, crime scene management and open criminal cases to prosecute offenders. Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes, and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement

Information system. Facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums.

ENQUIRIES : Ms Sonja Meintjes Tel No: 012 399 9597

POST 40/15 : **SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION REF NO: RCSM13/2021**

SALARY : R473 820 – R1 140 828 per annum, (terms and conditions apply)
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised LLB degree coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Knowledge of Administrative Law, Constitutional Law, Environmental Law. Knowledge of PAJA, the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Knowledge of environmental laws will be an added advantage. Skills required: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, leadership and facilitation. Diplomacy is also a key criteria as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel.

DUTIES : Manage Litigation Matters. Determine liability on Losses and Damages to State Property. Provide high quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (Department) to protect and conserve the environment. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the Department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property. Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions.

ENQUIRIES : Ms. A Wasserman Tel No: (012) 399 9344
NOTE : Shortlisted candidates will be subjected to an oral interview and a written test.

POST 40/16 : **ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES**

SALARY : R470 040 per annum (Total package R646 193 per annum / conditions apply)
CENTRE : Western Cape EP9010/2021
Eastern Cape EP9011/2021

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' license as well as above average numerical literacy.
<u>DUTIES</u>	:	Provide project planning and implementation, reporting and compliance on NRM projects (Clearing of invasive plants, management of bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at a specified area of operation. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Support carbon sequestration initiative where necessary in the region. Ensure effective financial management in a specific area of operation. 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.
<u>ENQUIRIES</u>	:	Ms U Makati Tel No: (043) 722 0685 Eastern Cape Ms A Moerat Tel No: (021) 941 6008 Western Cape
<u>POST 40/17</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION REF NO: EP16/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum, (Total package of R532 814 per annum/conditions apply) Pretoria An appropriate 3-year Bachelor's Degree/National Diploma in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. Knowledge and experience in project management, database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users' needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Good analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver's license a must.
<u>DUTIES</u>	:	Participate in the conducting of monitoring and evaluation studies within the branch. Generate, customise and communicate reports to the relevant stakeholder. Participate in the process of coordinating the implementation of recommendation from various monitoring and evaluation report. Responsible for the development of the M&E newsletter(s). Contribute in the process of reviewing monitoring and evaluation framework and the 3 year M&E plans. Responsible to supporting the regions with data collection, verification and provision of feedback on a regular basis. Responsible for the capturing, cleaning and analysing of the data collected. Preparation of branch monthly/quarterly performance report. Engagement with stakeholders at different levels. Supporting the branch as and when required.
<u>ENQUIRIES</u>	:	Mr N Sithole Tel No: 012 399 9746

<u>POST 40/18</u>	:	<u>PROJECT COORDINATOR REF NO: EP9012/2021</u>
<u>SALARY</u>	:	R316 791 per annum, (Total package of R460 251 per annum/ conditions apply)
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	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 organization 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.
<u>DUTIES</u>	:	Provide project planning 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 projects close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.
<u>ENQUIRIES</u>	:	Ms U Makati Tel No: (043) 7220685 Eastern Cape, email:umakati@dffe.gov.za
<u>POST 40/19</u>	:	<u>PROJECT COORDINATOR: PMU ILLEGAL WILDLIFE TRADE REF NO: BC10/2021</u> (3-Year Contract)
<u>SALARY</u>	:	R316 791 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Public Management/Administration or equivalent relevant qualification. A minimum of 2-3 years' relevant experience. Knowledge of HR practice & procedures; Administrative procedures; Project management. Knowledge of relevant environmental and other related legislation. Knowledge of governmental procedures and practices. Knowledge on Financial management e.g. Budgeting; Knowledge of Departmental policies and procedures. Sound organising and planning skills; Good communication skills; Computer skills; Report writing skills. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Facilitate the national web-based electronic permit system for cites-listed species used by South African CITES authorities. Load the approval for the appointment of a service provider. Draft the TORs for the service provider and ensure it is approved Compile and submit reports to UNEP and GEF. Compile and submit Quarterly financial reports. Bi-annual progress reports. Project Implementation Review report. Annual co-financing report. Quarterly Global Wildlife Program reports. Provide support on project finance and work plans. Facilitate GEF disbursements from UNEP to Project Partners. Coordinate the approval of work plans and budgets. Conduct annual audit evaluations on the project. Efficiently manage team members, co-financing partners and stakeholders. Facilitate Management Unit meetings. Coordinate quarterly Project Management Committee meetings. Coordinate Project Steering Committee meetings. Coordinate Inter-agency Oversight Committee meeting.
<u>ENQUIRIES</u>	:	Ms M Marele Cell: 066 081 2647
<u>POST 40/20</u>	:	<u>ADMINISTRATIVE OFFICER: PMU: ILLEGAL WILDLIFE TRADE REF NO: BC11/2021</u> (3 Year Contract)
<u>SALARY</u>	:	R257 508 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : National Diploma (NQF6) in Public Management/ Administration or equivalent relevant qualification. 1-2 years relevant experience. Knowledge of HR practice & procedures; Administrative procedures; Project management. Knowledge of relevant environmental and other related legislation. Knowledge of governmental procedures and practices. Knowledge on Financial management e.g. Budgeting; Knowledge of Departmental policies and procedures. Sound organising and planning skills; Good communication skills; Computer skills; Report writing skills. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
- DUTIES** : Provide Logistical Support to The Project Management Unit. Procure goods and services using approved services. Ensure bookings for conferences and workshops are done using approved services. Make all travel arrangements where necessary. Be responsible for all project assets and inventory. Prepare all personnel financial claims including necessary S&T claims of the PMU. Provide Secretariat/Administrative Support. Serve as focal point for information gathering and dissemination by the PMU. Assist in coordinating all governance meetings (National workshops, Project Steering Committee meetings etc.) Assist with compiling and circulating minutes/notes. Assist in follow up on all meetings. Interact with project partners/ external agencies on non-technical and administrative matters. Provide Financial Support to the PMU. Liaise with internal GEF procurement and financial officer. Management of system user database. Maintain high quality standards in accordance with GEF and UNEP policy requirements. Assist in recording and monitoring project expenditure. Assist in preparing all financial and technical reports. Provide Technical Project Support. Assist with implementation of all communications and awareness related activities. Assist with overall technical implementation of the GEF 6 project.
- ENQUIRIES** : Ms M Marele Cell: 066 081 2647