

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

MANAGEMENT ECHELON

<u>POST 06/18</u>	:	<u>DIRECTOR: CHEMICALS AND WASTE POLICY AND INFORMATION MANAGEMENT REF NO: CWM01/2022</u>
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive salary 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicant must be in possession of a 3 years' Bachelor's degree (NQF level 7) in Natural Sciences / Environmental Science or equivalent qualification plus 5 years' experience in middle /senior management Extensive experience of working in the waste management and legislation drafting and policy development; Extensive technical experience in environmental/waste information management and in project management; Knowledge and understanding of the policy and legislative framework governing pollution and waste management Leadership experience; Monitoring and Evaluation Legislation drafting, Report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business and legal writing skills, advanced computer skills; Excellent time management and discipline in terms of keeping to deadlines; Willingness to travel and must be able to work independently and efficiently under pressure. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	The incumbent will be responsible to develop national policies, strategies, legislation, norms and standards on pollution, chemicals and waste management; Provide support to provinces and municipalities in developing regulations and guidelines aligned to national legislation Provide technical inputs and guidance to legislation and policies, socio-economic impact assessment, and regulatory instruments underdevelopment Manage the development and maintenance of an information system for chemicals and waste management and promote pollution and waste information management and dissemination Collect, analysis, manage and disseminate information on pollution, chemicals and waste management; Undertake and promote appropriate research on chemicals and waste management. Undertake, coordinate and oversee planning, for the waste sector; Monitor and evaluate planning frameworks across all spheres of government in relation to pollution and waste management; To manage stakeholder relationships; To establish and maintain internal controls and reporting systems in order to meet performance goals; To provide support to key stakeholders on information and knowledge management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Mokoena Tel No: 012 399 9825 Must be submitted 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.
<u>FOR ATTENTION NOTE</u>	:	Human Resources Management 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.

CLOSING DATE

: 14 March 2022

POST 06/19

: **DIRECTOR: FORESTRY SECTOR TRANSFORMATION REF NO: FOM01/2022**

Candidates who responded to the initial advertisement, which closed on 12 July 2021 are encouraged to re-apply.

SALARY

: R1 057 326 per annum, (all-inclusive salary 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 appropriate Undergraduate qualification in Forestry/ Natural Science or relevant qualification within the related field (NQF level 7) as recognized by SAQA. Extensive experience in the relevant field. Applicants must have 5 years of experience at middle / senior management level. Knowledge of Expanded Public Works programme, integrated sustainable rural development and urban renewal programme. Knowledge and understanding of Transformation programmes. Understanding of the Transformation regulatory frameworks, ie Transformation Act, Skills Development Act, Skills Levies Act, Environment, and legislation. Undertaking of skills audit. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Sound organising, planning and leadership skills. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. 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

: Ensure coordination and administration of the Forest Sector Charter Codes. Ensure effective functioning and funding of the Forest Sector Charter Council. Facilitate the development and ensure effective implementation of the Forestry Transformation Strategy and priorities. Manage and facilitate the development of capacity for transformation in the sector. Implement the transformation sector calendar. Conduct surveys, data analysis and implement intervention plans. Coordinate the reporting process for participants. Facilitate funding to promote and support transformation of the sector. Ensure coordination and facilitation for the growth of the sector in line with the Masterplan. Ensure governance structures required for the implementation of the Masterplan are operational. Monitor and evaluate targets set in the Masterplan. Promote and monitor the implementation of transformation programmes. Facilitate the development of a database for vulnerable groups (i.e., youth, women, people living with disabilities and communities) within the forestry sector. Create

awareness on sector forestry programmes with specific reference to Masterplan and the Transformation Charter. Liaison with key sector role players to promote the implementation of the Forest Sector Charter and the Masterplan.

**ENQUIRIES
APPLICATIONS**

: Ms Pumeza Nodada Tel No: 012 309 5702 / Cell: 0660827189
: Must be submitted 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.

**FOR ATTENTION
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CLOSING DATE

: 14 March 2022

POST 06/20

: **DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM02/2022**

SALARY

: R1 057 326 per annum, (all-inclusive package/ condition apply). 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 applicant must be in position of a recognised bachelor's degree in Forestry/ Natural sciences or equivalent qualification within the related field. (NQF Level 7). Minimum of 5 years' experience in related field at a middle/senior managerial level. Successful completion of a Senior Management Leadership Programme. Knowledge of the regulation of National Forests Act, National Environmental Management Act, Knowledge of legislation and policies impacting on the forestry sector, Knowledge of the government administrative procedure, (PFMA) and Treasury Regulations. Skills: Leadership and

management skills, Strategic thinking, Analytical thinking, Conceptual, Problem solving, Process design, Expert level of computer, excellent communication (verbal, presentation, and writing). Ability to gather and analyse information. Ability to work independently and in a team. Ability to interpret regulation and develop appropriate policy. Ability to work under extreme pressure, Articulate, service oriented and self-supervision. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

: The incumbent will be responsible to ensure provision of support to regions in the transfer processes of local plantations, Liaise and ensure participation by all relevant stakeholders in the forestry transfer planning processes. Co-ordinate and manage the forestry transfer planning processes. Manage the design of appropriate forest transfer models. Manage and oversee the transfers of state forests to identified land reform beneficiaries, private entities, and authorities. Ensure appropriate administration and management of long-term lease agreements, delegations, and assignment. Ensure effective collection and disbursement of rental money to the beneficiaries. Monitor compliance with transfer agreements. Ensure effective management of state forests, Manage the execution and effective implementation of the plans which includes fire protection and risk management. Manage the allocation of contract or concession areas for commercial purposes based on Environmental Impact Assessment and socio-economic survey. Ensure that there is reporting in respect of resource inventory, asset register, annual stock valuation and estimate damage of fires. Ensure revenue generation through the sustainable management of state forestland. Promote and support growth activities for commercial forestry, Monitor and evaluate existing forestry enterprises to assess their sustainability. Ensure sustainable development and management of plantation forestry to optimize the social, economic and environmental benefits. Participate in regional and international forums and facilitate the establishment of liaison forums. Facilitate areas of international cooperation.

ENQUIRIES

: Ms Pumeza Nodada Tel No: 012 309 5702

APPLICATIONS

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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.

- CLOSING DATE** : 14 March 2022
- POST 06/21** : **DIRECTOR: COMPLIANCE REF NO: FIM07/2022**
- 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** : Cape Town (Foretrust Building)
: A relevant undergraduate qualification (NQF level 7) as recognised by SAQA. A minimum of 5 years of experience in a middle/senior managerial position. Sound knowledge and understanding of all relevant legislation and regulations that govern the Public Service, including the PMFA and Treasury Regulations and other relevant legislations, the Public Service Act and Regulations, the Labour Relations Act, etc. knowledge of the Marine Living Resource Act and all applicable legislation. Knowledge of Government policies and priorities. Knowledge of relevant national and international legislation e.g. the Biodiversity Act; National Environmental Management Act; Criminal Procedure Act; Public Finance Management Act. Strategic capability and leadership skills. Good financial management, problem-solving and analysis capabilities. Programme and Project management. Change management. Knowledge management. Service delivery innovation. Strong people management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity.
- DUTIES** : Provide ensuring inspections to protect and enhance marine assets and resources. Manage patrols to protect and enhance marine assets and resources. Monitor potential areas of risk within fisheries. Manage the resources of the Directorate.
- ENQUIRIES APPLICATIONS** : Ms S Middleton Tel No: (082) 371 6088 e-mail: SMiddleton@dffe.gov.za
: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- 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

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- CLOSING DATE** : 07 March 2022
- POST 06/22** : **DIRECTOR: MONITORING & SURVEILLANCE REF NO: FIM08/2022**
- 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** : Cape Town (Foretrust Building)
: A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. Applicants must have 5 years of experience at middle management level. Knowledge of PMFA and regulations, and other relevant legislation. Knowledge of the Marine Living Resource Act and applicable legislation. Knowledge of government policies and priorities. Knowledge of relevant national and international legislation e.g Marine Living Resource Ac; the Biodiversity Ac; National Environmental Management Act; criminal Procedure Act; Public Finance Management Act.
- DUTIES** : Manage and promote enforcement compliance to ensure sustainable utilization of marine resources. Ensure monitoring and surveillance to regulate sustainable utilization of living marine resources. Develop viable and effective enforcement structures and strategies to support marine resources management plans to prevent the collapse of marine resources. Develop and encourage cooperative governance initiatives and principles. Ensure information dissemination and training of stakeholders. Develop the operational plan for the Directorate and ensure its implementation.
- ENQUIRIES APPLICATIONS** : Ms S Middleton Tel No: (082) 371 6088 e-mail: SMiddleton@dffe.gov.za
: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- 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.

CLOSING DATE :

07 March 2022

OTHER POSTS

POST 06/23 :

DEPUTY DIRECTOR: FORESTRY REGULATION AND SUPPORT REF NO: FOM03/2022)

SALARY :

R882 042 per annum, (all-inclusive package/ condition apply). 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 :

Mahikeng

REQUIREMENTS :

Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry or equivalent qualification coupled with 3-5 years' related experience. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), National Environmental Management Act 1998, (Act 107 of 1998), knowledge in the regulation of natural resources, Environmental Legislation and policies impacting on the forestry sector, Knowledge of government administrative procedures including Public Finance Management Act (PFMA) and Treasury Regulations and other legislative framework. Leadership and management skills, strategic and analytical thinking, and problem solving skill. High level of computer literacy in MS Office Software. Good communication and ability to communicate with people at different level. Ability to apply policies. Ability to work individually and in a team and work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Initiative and creativity. Responsible and loyal. Must have a valid driver's license and must be willing to travel.

DUTIES :

The incumbent will be responsible for promotion of compliance with the National Forests Act no 84 of 1998 and National Veld and Forest Fires Act no 101 of 1998. Implement policies, strategies and guidelines for Sustainable Forest Management. Monitor and promote implementation of integrated fire management policies, strategies and guidelines. Manage and maintain effective functioning of Fire Protection Associations in the province. Capacity building and information sessions with various internal and external stakeholders. Identify skills gaps regarding the implementation of the NFA for the Forest Officers. Provide technical inputs in the development of extension material such as information packs and pamphlets for various provisions of the Act to communities and advise the public regarding the licensing procedure so as to ensure compliance with the NFA. Manage the process of the licensing of natural resources through the Forestry License Application System (FORLATS), conduct site inspections prior to the issuing of licenses where necessary, analyse Environmental Impact Assessment (EIA) and provide recommendations and intervention mechanisms, provide inputs into the development and review of policies, strategies, guidelines, norms and standards required for the administration and implementation of the NFA, provide inputs in the review and publication of protected trees and champion tree lists and provide inputs in the review of forestry tariffs list. Initiate investigations into illegal activities, conduct inspections and make recommendations in terms of the appropriate actions, liaise with internal and external stakeholders, conduct law enforcement operations such as

roadblocks with the SAPS and/or other law enforcement officers and attend and give evidence during court cases when necessary. Develop and maintain databases. Compile and submit monthly, quarterly and annual reports.

ENQUIRIES
APPLICATIONS

: Mr Cyril Ndou Tel No: 0660191221
: Must be submitted 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.

FOR ATTENTION
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CLOSING DATE

: 14 March 2022

POST 06/24

: **ASSISTANT DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM04/2022**

SALARY

: R477 090 per annum, (Total package of R667 082 613 per annum/ condition apply)

CENTRE
REQUIREMENTS

: Makhado
: Applicants must be in possession of a National Diploma or Degree (NQF 6) in Forestry coupled with 3-5 years' experience commercial in commercial forestry or relevant experience. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998) and other environmental legislations and its practical application. Knowledge of Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, and Knowledge of policy development. Intergovernmental and stakeholder relations. Planning and Organising, Policy development and analysis, Leadership skill, Facilitation and Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Problem solving and analysis. Facilitation

and coordination skills. Computer skills in MS Office Software. Ability to gather and analyse information. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports Ability to work under pressure. Ability to work long hours and willingness to travel. Applicant must have a valid driver's license.

DUTIES

: The incumbent will be responsible to facilitate annual plan of operations under silviculture and harvesting operations. Undertake fire management in the plantation. Ensure community involvement in plantation management. Ensure sustainable forests management through management of applications, permits, licences and PCSS and FSC mark to utilize the forests resources more effectively. Improve efficiency to eliminate losses. Implement effective procedures and methods to improve production. Encourage workable relations with neighbouring framers and landowners and institutions. Prepare all reports, APO on plantation activities and forest statistics. Recommend and monitor Annual Plan Operations. Compile and control budgets (expenditure and income) for a group of plantations. Approve changes of APO. Recommend the implementation of Fire Protection Plan together with stakeholders and neighbouring landowners. Authorise budget expenditure. Participate in the transfer of policy for commercial forestry. Ensure compliance of staff to the departmental policies Plan and coordinate the activities of the plantations to contribute to the rendering of a professional human resources management. Ensure capacity and development of staff. Manage performance and discipline.

ENQUIRIES

APPLICATIONS

: Mr Nelson Nemukula Tel No: 015 519 3324
: Must be submitted 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.

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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.

- CLOSING DATE** : 14 March 2022
- POST 06/25** : **SENIOR FORESTRY COMPLIANCE OFFICER REF NO: FOM05/2022**
- SALARY** : R321 543 per annum, (Total package of R478 352 per annum/ condition apply)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a recognized 3-years National Diploma or Degree in Forestry or equivalent qualification. A minimum of 2-3 years' experience in compliance, enforcement and/or related field. Knowledge of forestry/environmental legislations. Knowledge of planning, execution, training, facilitation, enforcement, negotiation and computer skills. Ability to act with tact and discretion. Willingness to work extended hours and travelling, and exposure to dangerous situations. A valid driver's license.
- DUTIES** : The incumbent will be responsible to promote compliance and enforcement of the National Forests Act. Develop and review presentations for training and information sessions with various internal and external stakeholders, develop and implement a national training plan/schedule for the mandatory training on the NFA for Forest Officers, identify skills gaps regarding the implementation of the NFA for the Forest Officers. Provide technical inputs in the development of extension material such as information packs and pamphlets for various provisions of the Act to communities and other stakeholders, and compile reports on all training conducted. Advise the public regarding the licensing procedure so as to ensure compliance with the NFA. Manage the process of the licensing of natural resources through the Forestry License Application System (FORLATS), conduct site inspections prior to the issuing of licenses where necessary, analyse Environmental Impact Assessment (EIA) and provide recommendations and intervention mechanisms, provide inputs into the development and review of policies, strategies, guidelines, norms and standards required for the administration and implementation of the NFA, provide inputs in the review and publication of protected trees and champion tree lists and provide inputs in the review of forestry tariffs list. Initiate investigations into illegal activities, conduct inspections and make recommendations in terms of the appropriate actions, liaise with internal and external stakeholders, conduct law enforcement operations such as roadblocks with the SAPS and/or other law enforcement officers and attend and give evidence during court cases when necessary. Develop and maintain databases. Compile and submit monthly, quarterly and annual reports.
- ENQUIRIES** : Mrs Shuman Dzivhani Tel No: 072 197 9264
APPLICATIONS : Must be submitted 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.
- FOR ATTENTION** : Human Resources Management
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.

- CLOSING DATE** : 14 March 2022
- POST 06/26** : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM06/2022**
- SALARY** : R321 543 per annum, (Total package of R478 352 per annum/ condition apply)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Applicants must be in possession of a National Diploma (NQF 6) or Bachelor's Degree in Forestry / Development Studies or equivalent qualification coupled with 1-2 years' related experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998), and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, report writing skills, a valid driver's license, ability to drive and must be willing to travel extensively.
- DUTIES** : The incumbent will be responsible for the implementation and providing technical advice and support in terms of greening programs or initiatives for the institutional development. Conduct awareness campaigns on the importance of greening, forest enterprise development and non-timber forest product through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisation (NGO's) and private individual and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render support on the implementation and establishment of the Forestry Enterprise Development initiatives and livelihoods of the people. Provide general administration and human resource services.
- ENQUIRIES** : Mr Sothembela Ngxoweni Tel No: 051 400 3505/072 145 9776
- APPLICATIONS** : Must be submitted 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.
- FOR ATTENTION** : Human Resources Management
- 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.

- CLOSING DATE** : 14 March 2022
- POST 06/27** : **SENIOR FORESTER REF NO: FOM07/2022**
- SALARY** : R321 543 per annum, (Total package of R 478 352 per annum/ condition apply)
- CENTRE** : Limpopo (Phiphidi Plantation)
- REQUIREMENTS** : Applicants must be in possession of a National Diploma or Degree (NQF 6) in Forestry coupled with 2-3 years' experience commercial in commercial forestry. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Act, 1998 (Act 101 of 1998) and other environmental legislations and its practical application. Knowledge of the function of different departments and levels of government, Operations Management, and Reporting systems and processes. Knowledge of Performance Management Systems, knowledge of Government business practices and policies. Project Management and strategic planning. Relationship Management, Stakeholder engagement, Public Relations, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, and Problem Solving and Analysis. People Management and Empowerment, Client Orientation and Customer Focus, Good Communication skills, Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to lead a team. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Sense of responsibility and loyalty. Initiative and creativity. Ability to work long hours, work under pressure and willingness to travel. Applicant must have a valid driver's license.
- DUTIES** : The incumbent will be responsible to implement operational plans for the plantations. Quality assure the work rendered by the service providers. Assist in updating annual plans of operations. Prepare for planting and other sivicultural activities (planting, weeding, harvesting etc.). Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Act (NFA) and National Veld Forest Fire Act (NVFFA). Provide technical advice to stakeholders. Provide awareness campaigns (Fire, Participatory Forest Management). Manage stream flow reduction activities under water act. Plan and implement pest/disease control initiatives. Develop rehabilitation plans for degraded sites. Ensure maintenance of conservation zones. Plan and supervise removal of alien species. Draft reports and implement business plan for awareness campaign. Administer all the forestry support services.
- ENQUIRIES** : Mr Nelson Nemukula Tel No: 015 519 3324
- APPLICATIONS** : Must be submitted 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.

**FOR ATTENTION
NOTE**

: Human Resources Management
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CLOSING DATE

: 14 March 2022

POST 06/28

: **CHIEF ADMINISTRATION CLERK REF NO: FOM08/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum, (Total package of R405 344 per annum/ condition apply)
: Pretoria
: Applicants must be in possession of a National Diploma in Public Administration or equivalent qualification coupled with 1-2 years' related experience. Knowledge of Data capturing, legislative framework and data capturing, Knowledge of legislative framework including PFMA, PERSAL, BAS and LOGIS. Literacy skills, good Computer skills, Planning and organisation as well as Communication skills. Ability to communicate with people at different levels, ability to apply policies, ability to work individually and in team, good interpersonal relations skills, ability to work under extreme pressure, ability to work with difficult persons and to resolve conflict, initiative and creativity and responsibility and loyalty.

DUTIES

: The incumbent will be responsible to render general clerical support. Record, organise, store, capture and retrieve correspondence and data (line function), handle routine enquiries, make photocopies and receive or send facsimiles, distribute documents/ packages to various stakeholders as required, keep and maintain the filing system for the component. Type letter and/or other correspondences when required and keep and maintain the incoming and outgoing documents register for the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Stock control of office stationery. Keep and maintain the assets register of the component. Provide personnel administration clerical support services within the

component. Maintain leave register for the component, keep and maintain personnel records in the component, keep and maintain the attendance register of the component and arrange travelling and accommodation. Provide financial administration support services in the component, capture and update expenditure in component, check correctness of subsistence and travel claims of officials and submit to manager for approval and handle telephone accounts and petty cash for the component.

**ENQUIRIES
APPLICATIONS**

: Mr AR Madula Tel No: (012) 309 5709
: Must be submitted 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.

**FOR ATTENTION
NOTE**

: Human Resources Management
: 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.

CLOSING DATE

: 14 March 2022

POST 06/29

: **OFFICE ADMINISTRATOR REF NO: FOM09/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum, (Total package of R405 344 per annum/ condition apply)
: Pretoria
: Applicants must be in possession of a Diploma in Office Management or Secretarial Certificate or equivalent qualification coupled with 1-2 years' related experience. Knowledge and understanding of administration procedures, financial management, public service and departmental procedures and prescripts. Knowledge of Batho Pele Principles. Ability to take minutes, work under pressure and work with difficult people. Good communication and problem solving, interpersonal, organising, presentation and facilitation skills. Good Computer literacy in MS Office Software. Ability to work long hours voluntary and work with limited supervision.

DUTIES

: The incumbent will be responsible to render efficient secretarial support to the Chief Director. Screen and transfer relevant calls to the Chief Director or take messages, make calls on behalf of the Chief Director, and handle/redirect enquiries regarding the policies and procedures to clients. Manage the Chief Director's diary accordingly, update the diary regularly and remind the Chief Director of appointments. Type letters, reports and other correspondence, and distribute any correspondence to officials in the directorate. Provide administration support to HR for the Chief Directorate. Keep file plan updated and ensure filing is done on daily basis. Attend to correspondence that need immediate attention. Make travel and accommodation arrangements for the Chief Director and for the directorate and arrange internal and external meetings. Order stationery and office equipment. Prepare tea or refreshments and book venues for meetings. Provide support on the management of the entertainment budget for the office, manage petty and ensure that S&T claims are completed and submitted. Provide support on the compilation of BAS payment for cell phone and 3G costs. Process and consolidate invoices.

**ENQUIRIES
APPLICATIONS**

: Ms Pumeza Nodada Tel No: 012 309 5702 / Cell: 0660827189
: Must be submitted 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.

**FOR ATTENTION
NOTE**

: Human Resources Management
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CLOSING DATE

: 14 March 2022