

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Must 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.
- FOR ATTENTION NOTE** : marked for the attention: Human Resources Management
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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 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 and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. 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 a performance agreement and an 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 18/33** : **CHIEF DIRECTOR: CORPORATE LEGAL SUPPORT & LITIGATION REF NO: RSCM04/2022**
- SALARY** : R1 269 951 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
- REQUIREMENTS** : An undergraduate qualification in Law or relevant qualification on NQF 7 within the related field as recognized by SAQA plus 5 years of experience at a senior managerial level within the relevant field. Extensive experience in Legal Administration/Law. Knowledge of strategic coordination and planning. Strategic capability and leadership; people management and empowerment. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Knowledge of research methodologies and research presentation. Sound organising, planning and excellent communication skills, 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 : Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Ensure the management of corporate legal support services. Manage litigation, alternative dispute resolutions, losses, and damages to the Department. Ensure provision of corporate legal support and litigation services to minimize the legal risk for the Department. Provide legal opinions on the implementation of relevant legislation and general legal matters. Provide litigation support and ensure PAIA and POPIA compliance. Ensure provision of support for the drafting and vetting of contracts and policies.

ENQUIRIES : Ms Vanessa Bendeman Tel No: 012 399 9337

CLOSING DATE : 20 June 2022

POST 18/34 : **DIRECTOR: CORPORATE COMMUNICATION REF NO: CMS07/2022**

SALARY : R1 073 187 per annum, 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 appropriate recognised Bachelor's Degree / Advanced Diploma in Journalism/Communications (NQF7) or relevant related qualification as recognized by SAQA. A minimum of 5 years' experience at a middle/ senior management level in a relevant field; Excellent communications skills (verbal and written); Experience in project management; Clear understanding and/or exposure to the government communications system; Good interpersonal, stakeholder liaison and financial management skills; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good managerial, organisational, administration, analytical and interpersonal skills; The ability to work efficiently in a team and under pressure; Candidate must be willing to travel and work over extended hours. Successful completion of Senior Management Pre-entry programme as endorsed by National School of Government (NSG).

DUTIES : Manage the development and implementation of the department's editorial and publications strategy/programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage media-buying portfolio in the department. Lead the development and creation of advertising, advertorial, awareness-raising products for various campaigns across multiple channels. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various digital platforms.

ENQUIRIES : Mr A Modise Tel No: (012) 399 9943

CLOSING DATE : 06 June 2022

OTHER POSTS

POST 18/35 : **SENIOR MANAGER: COLLECTION AND TRANSPORT – GENERAL WASTE REF NO: WB01/2022**
(2 year contract)

SALARY : R1 104 588 per annum, (Total cost to company)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree in Environmental Management/ Engineering / Economics / Natural Science / Logistics (NQF Level 07) or equivalent relevant qualification. A minimum of five years' experience at middle management level. Plus extensive experience in environmental management and waste management as well as the associated legal framework. Strong logistics planning and project management skills. Understanding of the work of Government and the various stakeholders. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to interpret and implement policies, strategies and legislation. Good 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. In possession of a valid driver's licence.
- DUTIES** : Design and implement an efficient waste tyre management network (collection, transportation, storage, pre-processing and processing facilities) across the country. Provide specialist input to equitable incentive programmes for the different stakeholder groups within the waste tyre management value chain. Support all relevant stakeholders along the value chain in complying with all relevant legislation. Evaluate and monitor allocation of waste tyres to prospective pre-processors and processors. Review and implement an equitable and financially sustainable operational model for all stakeholder groups. Ensure that demand forecasts as well as the associated reports are submitted by both transporters and processors to enable efficient demand planning. Offer hands on support to all stakeholder groups in their respective regions.
- ENQUIRIES** : Mr T Moremi Tel No: (012) 399 9661
- NOTE** : Preference will be given to qualifying female candidates and people living with disability.
- CLOSING DATE** : 03 June 2022
- POST 18/36** : **SENIOR FINANCIAL MANAGEMENT SPECIALIST REF NO: WB02/2022**
(2 year contract)
- SALARY** : R758 776 per annum, (Total cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Accounting/ Financial Management or equivalent qualification (NQF Level 7). A minimum of three years' experience in the finance field. Knowledge of Generally Recognize Accounting Practices (GRAP). Good organizational, communication, interpersonal and administrative skills. Experience in or an advanced knowledge of the provisions of the PFMA and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, problem solving and analysis, people management and empowerment as well as programme and project management skills.
- DUTIES** : Budget planning and monitoring. Ensure compliance control and manage bank account. Ensure timely compilation and submission of various financial reports. Compile working papers for the Annual Financial Statements. Ensure administration and maintenance of financial accounts and records. Ensure certification of compliance to the financial management performance indicators in accordance with the Public Finance Management Act (PFMA). Process payments for service providers. Manage audit intervention and implementation of audit recommendation. Provide effective financial management reports. Manage organisational expenditure reporting and control of cash flow.
- ENQUIRIES** : Mr Obed Baloyi Tel No: (012) 399 9843
- CLOSING DATE** : 03 June 2022
- POST 18/37** : **SUPPLY CHAIN MANAGEMENT SPECIALIST REF NO: WB03/2022**
(2 year contract)
- SALARY** : R758 776 per annum, (Total cost to company)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Supply Chain Management (SCM) or Public Administration/Management or equivalent relevant qualification (NQF Level 7). A minimum of three years' experience in the SCM field. Knowledge and experience of senior managerial supply chain management function. Experience in or an advanced knowledge of the provisions of the Public Finance Management Act (PFMA) and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies and legislation. Good stakeholder coordination and engagement, Sound research, knowledge management, change management, strategic capability and leadership, problem solving and analysis, people management and empowerment as well as programme and project management skills.
- DUTIES** : Manage contract administration and receipt of Service Level Agreements. Interpret, understand and implement Supply Chain Management as contained

in relevant legislation and regulations. Advise on sound contract management principles. Manage the asset register and ensure verification of asset on an annual basis. Control assets (including disposal management). Implement relevant policies and procedures with respect to Supply Chain and Asset Management. Develop and implement internal control procedures to ensure the management of risk. Monitor procurement risk arising from contracts and asset disposals. Provide advisory services in determining the Bid evaluation criteria, compilation of bid documents, evaluation of Bids and recommendations. Provide a support service to the Senior Manager: Supply Chain Management. Liaise with relevant role-players in the environment regarding specific and transversal procurement matters. Ensure effective financial and human resources management.

ENQUIRIES : Mr Obed Baloyi Tel No: (012) 399 9843
CLOSING DATE : 03 June 2022

POST 18/38 : **DEPOT OPERATIONS SPECIALISTS REF NO: WB04/2022**
 (2 year contract)

SALARY : R680 141 per annum, (Total cost to company)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Bachelor's degree/National Diploma (NQF6) in Environmental Management/ Sciences or Engineering or Natural Sciences. Experience in environmental management. Thorough knowledge of environmental legislation. Ability to manage and plan for activities, including projects and policy matters. Sound organising and planning skills, Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher. Good interpersonal skills, communication skills (spoken and written), excellent project management skills, conflict management. The incumbent must have the ability to work independently and efficiently under pressure. In possession of a valid driver's licence.

DUTIES : Ensure that there are sufficient storage facilities to respond to existing production rates and patterns. Support the depots in complying with all relevant legislations. Manage the allocation of waste tyres to depots (Capacity and suitability management of depots). Ensure that the depots are provided with all relevant resources (equipment and financial) to enable a financially sustainable operation. Ensure that invoices as well as accompanying supporting documentation is collected from the transporters in order to facilitate payments as well as planning.

ENQUIRIES : Mr B Taenzana Tel No: (012) 399 8567
CLOSING DATE : 03 June 2022

POST 18/39 : **REGIONAL COORDINATOR REF NO: WB05/2022**
 (2 year contract)

SALARY : R562 234 per annum, (Total cost to company)
CENTRE : Cape Town
REQUIREMENTS : An appropriate 3 year Bachelor's degree/National Diploma in Environmental Management or Environmental Science. Extensive experience in project management. Experience in environmental management. Thorough knowledge of environmental legislation. Sound organising and planning skills, Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher. Excellent communication, interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulate, Multi-tasking, Creativity, Innovation, Maturity and professionalism. Ability to work independently with limited supervision. In possession of a valid driver's licence.

DUTIES : Support dealers, micro collectors, transporters, micro depots, depots and processors in their regions with daily operations relating to waste tyres collections and deliveries. Undertake routine checks to verify data submitted (in relation to performance against set targets). Undertake routine audits to verify information submitted for payments. Undertake routine checks to ensure compliance to contractual obligations and the relevant legislation. Conduct the level of compliance on the depot.

ENQUIRIES : Mr Blessing Taenzana Tel No: (012) 399 8567
CLOSING DATE : 03 June 2022

POST 18/40 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: CMS08/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS :

A Bachelor's Degree/ National Diploma (NQF6) in Occupational Health and Safety or relevant qualification in the related field. Registration with one of the OHS related professional associations. In possession of SAMTRAC certificate or equivalent qualification. A minimum of 3years' experience in the related field at Supervisory level. Knowledge of OHS Legislation, COIDA and Public Services Regulations and procedures. Understanding of financial, contract and project management. Ability to gather and analyse information. Ability to interpret and apply policies, directives and prescripts. The incumbent must be energetic, reliable, and honest. Good interpersonal relations skills, Communication skills (verbal and writing), organising and planning skills. Tack and diplomacy. Ability to work individually and in a team. Ability to work with difficult persons and to resolve conflict. Must have a valid driver's license. Willingness to travel extensively, work long hours under pressure.

DUTIES : Provide compliance to Occupational Health and Safety requirements. Monitor the OHS implementation plan based on the risk assessment and recommendations with reference to the OHS structure. Identify OHS hazards and intervene to address compliance shortcomings. Facilitate the health and safety committee meetings on quarterly basis. Facilitate OHS awareness campaigns. Displays health and safety information on notice boards for awareness. Prepare a presentation on OHS matters for departmental workshops, inductions and branch meetings. Facilitate the appointment of a national OHS Programme Manager, OHS Programme Coordinator, OHS Representatives and a Health and Safety Committee; and any other OHS legal appointments that are required to effectively implement an OHS Programme. Carry out building inspections to enforce healthy and safety regulations within DEA work environment. Ensure that inspections are conducted. Monitor compliance on inspections conducted by OHS structures. Investigation of identified Occupational health and safety hazards at head office and regional offices. Develop the work incident reporting tool, update and monitor to ensure compliance with OHS Act within the department. Update and monitor the reported incidents, including near misses. Providing an analysis of these to health and safety committee meetings on a monthly basis. Develop, implement, review and update OHS policy statements, and policy guidelines in line with the OHS Act. Participate at all OHS Departmental forums. Communicate the draft policy through various structures for input. Communicate the approved policy to all employees. Supervision of staff.

ENQUIRIES : Mr B Mtshali Tel No: 012 399 9099
CLOSING DATE : 13 June 2022

POST 18/41 : **ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT REF NO: CFO12/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS :

A Bachelor's Degree/National Diploma (NQF 6) in Logistics Management or equivalent qualification in the related field plus a minimum of 3 years of experience in Logistics management at Supervisory level. Knowledge of Logistics management and business practices. Ability to implement logistics management systems and controls. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment and report writing. The incumbent must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

Logis System Controller Certificate and Driver's licence will be captured as added advantage.

DUTIES : Facilitate procurement of goods and services, Verify compliance of requisition form. Authorization and issuing of orders on LOGIS system and Procurement integration and manual orders. Check and verify supplier documentation for correctness, and ensure that supplier's details, descriptions of items, banking details, budget allocations, amounts and quantities are correct. Monitor Logistical Information System (LOGIS), maintenance and functionality of the system. Ensure that technical errors on LOGIS are logged timeously with Logik Helpdesk. Monitor LOGIS generated reports and ensure that they are analysed and provide reports on time, Facilitate the processing and expediting of invoices and ensure that supporting documents are attached to the order document. Monitor the Invoice Tracking System, Verify the payment and BEE report, Ensure the correctness and completeness for partial payment reconciliations, and accuracy of the management reports. Supervision of staff.

ENQUIRIES : Mr W Sekgatja Tel No: (012) 399 9075

CLOSING DATE : 13 June 2022

POST 18/42 : **SENIOR HR PRACTITIONER: SERVICE CONDITIONS REF NO: CMS09/2022**

SALARY : R321 543 per annum, (Total package of R478 352 per annum/ conditions apply)

CENTRE : Pretoria

REQUIREMENTS : A Degree/National Diploma (NQF6) in Human Resources / Development or equivalent qualification. A minimum of 3 years' experience within the relevant field. Knowledge of Public Service prescripts and procedures, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management legislation and regulatory framework and HR practice & procedures. Understanding of project management. Skills required: Good communication (verbal and written), sound organising and planning, research and analytical skills. Must be able to work on PERSAL. Ability to work under extreme pressure.

DUTIES : Monitor the implementation of service benefits such as leave, allowances, medical assistance, long service recognition and injury on duty. Check compliance with the relevant policy and directives, verify payment advice for acting allowance and approve PERSAL transactions. Monitor the implementation of housing allowance and application for state guarantee. Submission on service benefits and conditions. Check compliance with the relevant prescripts. Maintain database and draw relevant reports in relation to the management of service benefits and conditions. Compile reports on termination, ORW, payment of acting allowances and PILIR. Implementation of the incapacity leave an ill-health retirement (PILIR) process. Implementation and monitoring of the resettlement process. Provide advice on resettlement benefits.

ENQUIRIES : Mr Philemon Mpati Tel No: 012 339 8653

CLOSING DATE : 13 June 2022