

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria
- FOR ATTENTION** : marked for the attention: Human Resources Management
- CLOSING DATE** : 20 June 2022
- 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 19/40** : **DIRECTOR: INFORMATION MANAGEMENT AND SCIENCE POLICY INTERFACE REF NO: BC03/2022**
- SALARY** : R1 073 187 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** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF 7) in Natural /Environmental Sciences, or an equivalent qualification within the related field plus five years' experience at middle or senior management level within the related field. Knowledge on Biodiversity Management. Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity. Understanding of social issues, and macro and micro-economic principles, and its application. Experience and knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Research and analytics skills. Understanding of Environmental issues; Biodiversity Management and legal requirements.

		Leadership and Management; Programme and Project Management. Communication skills (written and spoken). Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	Manage, coordinate and implement biodiversity related bilateral cooperation agreements and co-ordinate sector reporting. Ensure coordination of knowledge and expertise across different sectors and councils to feed into biodiversity research, policy development and implementation thereof. Monitor, analyse and advice on international developments and trends arising from SA's obligations in terms of biodiversity related MEAs (i.e influence international agendas, e.g CBD, RAMSAR, CMS, AEW, CITES, UNCCD, WHC, and IPBES with best available science). Co-ordinate the monitoring of the national state of biodiversity conservation in collaboration with SANBI, SANParks and other relevant research institutions. Ensure monitoring of impacts and threats to biodiversity, ecosystems and species.
<u>ENQUIRIES</u>	:	Dr T Makholela Tel No: 012 399 9150
<u>POST 19/41</u>	:	<u>SENIOR SPECIALIST SUPPORT: AIR QUALITY INFORMATION REF NO: CCAQ07/2022</u>
<u>SALARY</u>	:	R1 073 187 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 Master's Degree (NQF 9) in Natural/Environmental Sciences or equivalent qualification within the related field plus five years' experience at Middle/Senior Managerial level in a relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Comprehensive experience in the area of air quality management and the National Environment Management: Air Quality Act, NEMAQA are essential. Specialist knowledge and competency in air quality monitoring and atmospheric quality information systems will be an added advantage. Applicants must have sound knowledge of: Government's air quality and protection related policies, priorities and strategies. Air quality information matters and in particular to information systems, monitoring, emissions management and related legislation that support atmospheric quality information management and dissemination. A good understanding of the air quality governance cycle as described in the National Framework for Air Quality Management. In addition, the candidate must have general knowledge of government's standard administrative procedures. Business and project plan monitoring and reporting methodologies. Willingness to work under pressure and long hours. Ability to work individually and in team. Ability to work with difficult persons and to resolve conflict. Proof of completion of Senior Management Pre-entry Programme as endorsed by National School of Government (NSG).
<u>DUTIES</u>	:	Provide technical support to Chief Directorate on national atmospheric quality management processes. Provide technical and expert support in the development and implementation of the South African Air Quality Information System (SAAQIS) and the South African Atmospheric Emission Licensing and Inventory Portal (SAAELIP). Ensure the components of SAAQIS are of high scientific quality; and performing quality control of the different components of SAAQIS that are developed and implemented during each phase. Formulate, develop and manage climate change related projects through the identification of research gaps in the literature relevant to South Africa. Ensure air and atmospheric quality monitoring and modelling functions are carried out effectively. Monitoring and modelling capacity support, including active involvement in the development of implementation manuals, guidelines, software, standard formats, templates, and best practice case studies aimed at the efficient and effective implementation of international, national, provincial and local air quality monitoring and modelling systems. Provide support and advice to provincial and local government on the development and implementation of air quality monitoring and modelling systems. Ensure International Benchmarking and Institutional Framework. Ensure provision of high-quality technical support to all negotiating teams involved in regional, continental and global bilateral and multi-lateral engagements around cleaner technology and production initiatives. Compile reports on problems, priority areas, trends and new data requirements as well as planning, proofing and

giving advice on appropriate air quality management strategies for South Africa. Ensure ambient and emissions monitoring (measurements and estimations) prescribed and/or undertaken by the Department is of high quality and to scientific standards and international best practices. Evaluate and analyze data to highlight new and emerging issues to the Chief Directorate.
Mr T Setshedi Tel No: 012 399 9197

ENQUIRIES

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POST 19/42

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DIRECTOR: CHEMICALS AND WASTE POLICY AND INFORMATION MANAGEMENT REF NO: CWM01/2022

SALARY

:

R1 073 187 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

:

Pretoria

REQUIREMENTS

:

A 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).

DUTIES

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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.

ENQUIRIES

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Mr K Mokoena Tel No: 012 399 9825

NOTE

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The post above is a re-advertisement to attract more women and persons with disability. Therefore, Females and persons with disability are encouraged to apply. Candidates who responded to the initial advertisement, which closed on 14 March 2022 need not to reapply as their applications will be considered as per the previous advert.

OTHER POSTS

POST 19/43

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PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY 7 – PILLA 2 REF NO: BC04/2022
(5-Year Contract)

SALARY

:

R882 042 per annum, (all-inclusive remuneration package)

CENTRE

:

Pretoria

REQUIREMENTS

:

Bachelor's Degree or National Diploma (NQF6) in Project Management / Environmental Sciences or equivalent relevant qualification coupled with a minimum of three (3) years' experience at junior management level (ASD) in relevant field. Knowledge: Knowledge and experience with GEF policies and procedures including log frames and similar project planning tools. Experience and knowledge in project / programme management and implementation.

Experience in managing large multidisciplinary projects. Biodiversity Management. Sound experience in report writing. Experience in the monitoring and evaluation of internationally funded projects. Knowledge in general government administrative procedures and processes (PSA & PSR). Financial and Procurement administrative procedures. Computer Literacy. Skills: Sound experience in report writing; Leadership and Management. Coordination and liaison skills; Organisational and planning; Communication skills (written and spoken); Programme and Project Management; Decision-making skills. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Responsibility and loyalty.

DUTIES : Provide strategic leadership to the project team. Coordinate effective communication amongst stakeholders at nodal, national and international level. Manage Project Implementation Task Team and participate in Steering Committee meetings. Monitor progress of the project. Manage the project budget.

ENQUIRIES : Mr Simon Malete Tel No: 012 399 9511

POST 19/44 : **DEPUTY DIRECTOR: TRAVEL ADMINISTRATION REF NO: CMS11/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree or National Diploma (NQF6) in Public Management /Administration or relevant qualification plus a minimum of three (3) years' experience at junior management level (ASD) in Travel Administration or related field. Experience in utilizing an on-line booking tool. Knowledge of Public Service, Financial management, administrative procedures, and Contract management. Extensive administrative experience. Ability to develop and apply policies. Knowledge of Programme and project management. Ability to gather and analyze information. Conflict management and resolution. Communication skills (written and verbal), planning and organizing, decision-making skills, report writing. Ability to work independently and in a team. Ability to collect and interpret information and report. Ability to work under extreme pressure.

DUTIES : Manage of travel and accommodation requests. Manage all after hours and emergency travel requests. Ensure that all conference bookings are processed through SCM procurement process. Management of travel agents' contracts. Negotiate with travel agencies and suppliers on rates and other services rendered. Ensure appointment of travel companies/agencies. Draft service level agreements. Manage compliance to service level agreements. Management of payments for travel services. Report fruitless and wasteful expenditure. Ensure policy compliance on ever travel request. Oversee the submission of applications for travel, recording of details and issuing of orders to travel companies. Liaise with service providers and ensure payment of suppliers. Validate payment documents in terms of services rendered to the Department. Management of accidents and losses. Ensure that all documents are submitted for payments investigation. Conduct monthly loss meetings with Finance, SCM, Fleet Management and Legal Services. Develop, review, and ensure compliance to travel services policy. Willing to work afterhours and weekends.

ENQUIRIES : Mr V Naidoo Tel No: 012 399 8537

POST 19/45 : **IT SECURITY MANAGER REF NO: CMS12/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree/ National Diploma (NQF6) in Information Technology or equivalent qualification in the related field plus a minimum of three (3) years' experience at junior management level (ASD) in Information Technology or relevant field. Knowledge of Information Technology. IT Security certification (e.g., CompTIA Security+, Certified Network Defender, etc) from vendor-neutral ICT security certification bodies such as the EC-council, CompTIA, ISACA. Knowledge of technical and administrative controls in security and

		threats. E.g., Application Security controls, Network Security Controls, Awareness, Information Security, Auditing (Logs), Cybersecurity, Phishing, SQL injection, malware, etc. Experience in project management, financial management and personnel management. Information Technology Security skills. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team.
<u>DUTIES</u>	:	Manage and maintain ICT Security Infrastructure. Ensure that the Endpoint Protection Platform (anti-virus software) is centrally managed and configured properly (vendor recommendation and best practices) to secure all endpoints. Maintenance of Web Security Gateways for all offices. Develop and maintain an IT Risk Register in conjunction with Risk Management unit. Compile Risk Mitigation Plan for all relevant offices and report implementation progress to stakeholders. Conduct IT Risk Management. Co-ordinate internal and external audit activities. Conduct Review of audit report. Ensure Audit Compliance. Research trends in IT Security. Review the IT Security Incident Response Plan. Administration of IT Security Functional Environment. Review, Develop and direct the implement IT Security policies, IT security standards, and IT Security procedures. Manage procurement of IT Security related solutions and services.
	:	Mr R Harikaran Tel No: 012 399 8703
<u>ENQUIRIES</u>	:	
<u>POST 19/46</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: ODG05/ 2022</u>
<u>SALARY</u>	:	R382 245 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma (NQF 6) in Auditing/Risk Management or equivalent qualification within the related field plus a minimum of 3 years' experience required in the relevant field. Registration with a professional body valid at time of the closing of the position. Certified Internal Auditor (CIA). Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills required: Supervision, organisational and planning, Coordination and Communication skills (written and spoken), Report writing, Conflict management and resolution, Programme and Project Management, Good interpersonal relations and decision-making, Organisational and Management Accounting skill. Personal attributes: Innovative and proactive, Ability to work under extreme pressure and long hours voluntarily, Ability to gather and analyse information. Ability to develop and apply policies, Ability to work independently and in a team. Ability to interpret information and reports.
<u>DUTIES</u>	:	The incumbent will be responsible to Plan and execute audit projects within the Department. Manage the identification and evaluation of the organisation audit risk areas and provide significant input to the development of a risk- based annual internal audit plan. Examine and execute the effectiveness and efficient use of resources. Conduct audits as per the approved internal audit plan and evaluate the effectiveness of internal controls within the Department. Conduct a follow-up audit on the implementation of recommendation / action plans. Identify, develop, and document audit issues and make recommendation for improvement. Perform ad-hoc audits assignments. Prepare progress and audit reports for management.
<u>ENQUIRIES</u>	:	Mr W Oelofse Tel No: 012 399 9013
<u>POST 19/47</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL AND SOCIAL SAFEGUARDS REF NO: BC05/2022</u> (5-Year Contract)
<u>SALARY</u>	:	R382 245 per annum, plus 37% lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or Diploma (NQF6) in Environmental Management/ Natural Science or equivalent relevant qualification coupled with a minimum of three (3) years' experience in the related field. Knowledge: knowledge of legislative frameworks regulating environmental management, biodiversity, cultural heritage, and human rights. Familiar with World Bank safeguards and / or Environment and Social framework. Skills: ability to interpret and implement policies, strategies, and legislation. Project management skills. Personal Attributes: willingness and ability to frequently travel to project sites. Excellent

- communication, analytical, innovative, problem solving and interpersonal skills. Fluency in written and spoken English and strong communication skills. A code 08 (B) drivers' licence is required.
- DUTIES** : Implement the Environmental and Social Framework instruments to minimize and mitigate environmental and social risks of the project. Coordinate Stakeholder Engagement sessions. Consolidate Bi-annual reports and submit to Project Steering Committee and World Bank. Coordinate information sessions for the effective implementation of the project communication strategy.
- ENQUIRIES** : Mr Simon Maletle Tel No: 012 399 9511
- POST 19/48** : **ASSISTANT DIRECTOR: GLOBAL ENVIRONMENT FACILITY 7 – PILLA 2 (FINANCIAL MANAGEMENT) REF NO: BC06/2022**
(5-Year Contract)
- SALARY** : R382 245 per annum, plus 37% lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree or National Diploma (NQF6) in Accounting / Financial Management or equivalent relevant qualification coupled a minimum of three (3) years' experience in financial management or relevant field. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislations, as well as Government financial policies and processes including budgeting and reporting. Knowledge of strategic planning budgeting. Skills: ability to interpret and implement policies, strategies, and legislation. Ability to establish and manage financial systems and controls. Project management skills. Personal Attributes: Excellent communication, analytical, innovative, problem solving and interpersonal skills. Fluency in written and spoken English and strong communication skills. Excellent organizational and time management skills, ability to plan, coordinate and monitor own work plan and have great sense of accuracy. Ability to work under pressure.
- DUTIES** : Implement annual budget and monitor project expenditure thereof. Maintain record of assets, liabilities, and transactions. Coordinate the issuing of funds from the donor account to the department and the sub-executing agencies. Facilitate compliance on PFMA regulations and procedures.
- ENQUIRIES** : Mr Simon Maletle Tel No: 012 399 9511
- POST 19/49** : **ASSISTANT DIRECTOR: GLOBAL ENVIRONMENT FACILITY 7 – PILLA 2 (PROCUREMENT) REF NO: BC07/2022**
(5-Year Contract)
- SALARY** : R382 245 per annum, plus 37% lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree or National Diploma (NQF6) in Logistics / Supply Chain Management or equivalent relevant qualification coupled with a minimum of three (3) years' experience in financial management or relevant field. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation, as well as Government procurement policies and processes. The incumbent must be well versed with the with WB fiduciary requirements, including the World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, and the World Bank's Anticorruption Guidelines. Knowledge of strategic planning and budgeting. Skills: Ability to interpret and implement policies, strategies and legislation. Ability to establish and manage financial systems and controls. Project Management skills. Personal Attributes: Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Fluency in written and spoken English and strong communication skills. Excellent organizational and time management skills. Ability to plan, co-ordinate and monitor own work plan and have a great sense of accuracy. Ability to work under pressure.
- DUTIES** : Implement annual project procurement plans in accordance with the annual work plan. Facilitate compliance on Supply Chain policy and procedures. Consolidate Bi-annual reports and submit to the Project Steering Committee and World Bank. Provide oversight to procurement reports compiled by the three sub-executing agencies.
- ENQUIRIES** : Mr Simon Maletle Tel No: 012 399 9511

POST 19/50 : **LEGAL ADMINISTRATION OFFICER (MR5): LEGAL SUPPORT: NEMA REF NO: RSCM02/2022**

SALARY : R378 990 per annum, (Total package of R548 054 per annum/ condition apply)
CENTRE : Pretoria

REQUIREMENTS : An LLB degree coupled with at least 8 years post qualification experience in the provision of legal services. Knowledge of constitutional and administrative law is a requirement and knowledge of environmental and mining law will be an added advantage. Proven skills in legislative drafting and/or vetting of primary and/or subordinate legislation is a requirement. An ability to analyse and comment on draft legislation and policies, and to understand the implications of draft legislation. Ability to provide legal opinions and advice, interpret legislation, good analytical and legal research skills, good verbal and written communication skills in English, report and professional writing skills, computer literacy, an ability to work in a team, good interpersonal relations, presentation skills, a pro-active, problem-solving, and positive attitude and an ability to adhere to timeframes are essential.

DUTIES : Drafting of and assisting with drafting of primary and secondary legislation. Legal vetting of primary and secondary legislation. Commenting on policies and draft legislation. Provide legal support relating to the interpretation and drafting of legislation. Provide legal support, legal advice and opinions on the interpretation and implementation of environmental legislation and relevant laws of general application such as the Constitution and Promotion of Administrative Justice Act, 2000. Provide assistance in taking Bills through Parliament and assist in the Cabinet and Parliamentary processes. Draft or provide input on Ministerial submissions and Ministerial briefings, draft responses to media queries and Parliamentary queries. Provide legal support in meetings. Legal vetting of documents accompanying draft legislation, including socio-economic impact assessments, submissions, letters, Government Notices, newspaper notices and media statements. Prepare and present presentations on legal matters. Investigate and research the potential repeal of legislation to streamline legislation and remove duplication between the National Environmental Management Act, 1998, the Mineral and Petroleum Resources Development Act, 2002 and the specific environmental management Acts. Attend quarterly Mintech Working Group meetings and provide support on legal issues emanating from Working Groups. Advise on litigation matters Participate in law reform forums with regard to the legislation administered by other departments and provide inputs into the amendment of such legislation, from an environmental perspective.

ENQUIRIES : Ms A van Reenen Tel No: (012) 399 9283 / 083 280 0730
NOTE : Candidates will be subjected to a written technical test.

POST 19/51 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: CFO10/2022**

SALARY : R321 543 per annum, (terms and conditions apply)
CENTRE : Limpopo

REQUIREMENTS : National Diploma (NQF6) in Supply Chain Management or an appropriate qualification in a related field plus a minimum of two (2) years' experience in Supply Chain Management or related field. Understanding of asset management and administration procedures. Knowledge of procurement procedures, Supply Chain Management, Public Service procedures and prescripts. Knowledge of financial management. Sound organising and planning skills. Good communication skills. Experience in Compiling spreadsheets and preparation of budget and reports. Ability to gather and analyse information. Ability to work under extreme pressure. Ability to work individually and in team. Ability to work with difficult persons and to resolve conflict. Knowledge of LOGIS and Computer literacy.

DUTIES : Administer the maintenance and updating of asset register. Facilitate and coordinate the reporting of losses and damages of assets. Check and verify capturing of receipts, movement and allocate of barcode number. Conduct asset verification and quarterly spot checks. Authorize disposal of redundant/obsolete furniture and equipment.

ENQUIRIES : Mr Y Mbusjane Tel No: (012) 399 8812