

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **For: KZN, North West and Bloemfontein:** 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, marked for the attention: Human Resources Management.
Pietermaritzburg: May be forwarded to the Director-General, Department of Forestry, Fisheries & the Environment: Private Bag X 9029, Pietermaritzburg, 3200 or hand-delivered to 185 Langalibalele Street, Old Mutual Building, 5th floor, Pietermaritzburg, 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.

OTHER POSTS

- POST 20/56** : **DEPUTY DIRECTOR: NRM REGIONAL OPERATIONS SUPPORT REF NO: EP9009/2022**
- SALARY** : R882 042 per annum, all-inclusive package
- CENTRE** : Northwest Province
- REQUIREMENTS** : Applicants must be in possession of a recognized National Diploma/Bachelor's Degree in Natural/ Environmental Science, or equivalent qualification within related field. 3-5 years' experience in Natural Resource Management or relevant field, of which 3 years should be at junior managerial level (Assistant Director). Extensive knowledge in Environmental related legislation, Natural resource management, Invasive alien species management, South African National Standards, Financial management, Project management, Personnel management Contract administration. Ability to establish and manage relevant systems and controls, to develop, interpret and apply policies, strategies and legislation and Strategic planning and budgeting. Be able to perform in-house training for staff. Knowledge of project management. Skills: Excellent technical

skills, Good numerical skills and understanding statistics, Sound organizing and planning, Advanced skills in financial management, Policy development and analysis, Stakeholder engagement, leadership, Facilitation and Negotiation, excellent communication (verbal, presentation and report writing), and problem-solving skills. The incumbent must be able to work long hours voluntarily, independently and efficiently under pressure. Ability to work with difficult persons and to resolve conflict. Proactive, take Initiative responsibility and creativity. The candidate must have a valid driver's license and willing to travel.

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

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

POST 20/57 : **ASSISTANT DIRECTOR: FOREST LAND MANAGEMENT REF NO: FOM24/2022**

SALARY : R376 596 per annum, (total salary package of R532 814 per annum/conditions apply)

CENTRE : Eastern Cape (Bhisho)

REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry or equivalent qualification in Environmental Management/Sciences with 3 – 5 years' relevant experience in related field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and forest Fires Act, 1998 (Act 101 of 1998), NEMA, NEMBA, NWA, Land Reform Policy, PFMA, Public Service Regulations, Restitution of Land Rights Act, IPILRA and other related legislation. Knowledge of prevention of illegal eviction and Unlawful Occupation of Land Act and policy development, Intergovernmental and stakeholder relations. Knowledge of project planning and management. Excellent communication skills (verbal, presentation and report writing). Good planning, organising and policy development and analysis. Be able to work long hours, self-driven and to work under extreme pressure. Ability to gather and analyse information. Proven leadership skills. Supervisory experience. Valid Driver's License and ability to drive. Be willing to travel.

DUTIES : The successful incumbent will be responsible to provide administration support in the management of state forest land and facilitate stakeholder relations pertaining to forestry leased land. Conduct field assessments, ensure compliance with forestry best practices. Produce periodical compliance reports. Implement terms and conditions for Lease Agreement. Ensure compliance of state forest land with National Veld and Forest Fires Act. Investigate land reform issues affecting state forest land. Mediate disputes between tenants and tenure reform beneficiaries. Ensure compliance with land tenure policies and interpret cadastral information. Liaison with Land Reform Department and keeping abreast of land policy development. Ensure that tenants comply with relevant Lease. Ensure compliance of the Leases with the National Forests Act and that tenants comply with the Lease on various matters such as community consultations, land use, access, access maps and rules. Ensure that state forest land not required for forestry with a declaration of redundancy is released for other uses. Facilitate transfer of state forest land from management by the State to relevant interested groups in line with the National Forests Act and relevant Sector Master Plan. Maintain an asset register. The incumbent will also render administration support services such

as organising and co-ordinating stakeholder participation; implement operational plan to reach relevant targets of the Annual Performance Plan as well as rendering general administration, planning and management including staff supervision.

ENQUIRIES
NOTE

: Ms N Mbananga Tel No: (040) 940 4707, cell no: 066 376 0106
: Candidates who responded to the initial advertisement, which closed on 11 April 2022 need not to reapply as their applications will be considered as per the previous advert.

POST 20/58

: **PROJECT COORDINATOR REF NO: EP EP9011/2022**

SALARY
CENTRE
REQUIREMENTS

: R316 791 per annum, (total package of R460 251 per annum/ conditions apply)
: Bloemfontein
: Applicants must be in possession National Diploma /Bachelor's Degree in Natural / Environmental Science. 3-5 Years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES

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

ENQUIRIES

: Mr Rofhiwa Mathivha Tel No: (051) 430 7243 and 074 202 0303

POST 20/59

: **GIS TECHNICIAN PRODUCTION GRADE A (OSD) REF NO: EP9007/2022**

SALARY
CENTRE
REQUIREMENTS

: R316 536 per annum, (an all-inclusive annual remuneration package R472 277)
: Bloemfontein
: Applicants must be in possession National Diploma in GIS / Cartography or relevant qualification with 3-year post qualification technical GIS experience. Compulsory registration with PLATO as a GISc Technician. Knowledge of programme and project management, Legal and operational compliance Knowledge. Process knowledge and skills, knowledge of Database Management, Maintenance and Systems skills. Geo-Database design and analysis. Knowledge Research and development. Strategic management and direction, Financial Management. Ability to communicate with people at different levels, Data analysis skills, organising and management skills. Work effectively with others as a member of a team, quality work. A valid driver's license.

DUTIES

: Manage and maintain Geographical Information systems and spatial tools. Accurately populate spatial and non-spatial data in NRM Systems, generate contracts, electronic and hard-copy filing of documents, quality assurance of new contracts generated by means of a QA register. Perform database administration activities and back-ups, perform spatial data verifications, cleanup and the appropriate spatial data storage. Data Collection. Spatial Data Collection, and analysis including quality assurance. Apply necessary datum and projection transformation. GIS and infield mapping support, production and provision of maps to relevant stakeholders-on request, compile spatial metadata records and spatial reports as required. Spatial Data Analysis and Reporting, analyse and identify discrepancies in Spatial data, contract maps and report to Control GISc Technician. Compile spatial and non-spatial reports as required. Functional requirements analysis. Produce relevant Provincial maps with the latest land cover on request. Conduct field visits to validate spatial data. Document organizational GIS challenges and report to Control GISc Technician. Support Control GIS Technician in Organising and facilitating

- GIS and Data workshops for user requirements analysis. Customise GIS applications and tools to suit the organizational needs.
- ENQUIRIES** : Mr Rofhiwa Mathivha Tel No: (051) 430 7243 and 074 202 0303
- NOTE** : The post was previously advertised as Control GIS Technician Production Grade A (OSD). Candidates who responded to the initial advertisement are encouraged to re-apply.
- POST 20/60** : **SENIOR FORESTRY REGULATIONS OFFICER REF NO: FOM17/2022 (X3 POSTS)**
- SALARY** : R316 536 per annum, (an all-inclusive annual remuneration package R472 277 per annum)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : Applicants must be in possession of a National Diploma or BTech or Bachelors Degree in Forestry or relevant equivalent within related field, with 1-2 years relevant experience in forestry. Knowledge of the National Forests Act, 1998 (Act 83 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislations. Good presentation, excellent verbal and written communication, analytical and problem solving, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software a valid driver's license and must be willing to travel.
- DUTIES** : The incumbent will be responsible for the implementation of the National Forests Act (NFA), by administration of licenses for all forms of forest resources and protected trees. Monitor compliance and ensure enforcements of Acts. Implement activities to ensure concurrence management. Evaluation of Environmental Impact Assessments (EIA). The incumbent will also be responsible for implementing the National Veld and Forest Fire Act (NVFFA). This will be done by facilitating the establishment of Fire Protection Association (FPA's), promotion of the wellbeing of the FPA's, implementation of intergraded veld fire management plan, implementation of NVFIS. Playing an advisory role to land owners and users. The incumbent will also render administration support services such as organizing and coordinating stakeholder participation as well as rendering general administration.
- ENQUIRIES** : Mr MW Rozani Tel No: 033 3927700
- POST 20/61** : **CHIEF ADMINISTRATION CLERK REF NO: CMS15/2022**
- SALARY** : R261 372 per annum (total package of R405 344 per annum/ conditions apply)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : Applicant must be in possession of grade 12 certificate and 3-5 years relevant experience. Knowledge in data capturing. Knowledge of legislative framework and PFMA. Ability to interpret and apply policies. The incumbent must be able to work independently and efficiently under pressure. Planning and organising skills. Excellent communication, analytical, innovative, problem solving and interpersonal skills. Computer literacy. Must have valid driver's license.
- DUTIES** : Open and close personnel and general files when required. Coordination of file plan input. Complete control sheets, file documents numerically and open control cards. Prepare files for scanning. Records and transfer files. Ensure the control card is completed, signed and retained in the Registry. Archive files. Ensure that all incoming mail are recorded in the relevant registers. Ensure mail is franked and price recorded on franking register. Ensure that all courier services is recorded and sent to reception for collection and manage the courier payments. Receive enquires from customers, acknowledgement and give feedback to customer. Supervise Registry Personnel.
- ENQUIRIES** : Ms AN Moleko Tel No: (033) 3927700
- POST 20/62** : **SENIOR DATABASE CLERK REF NO: EP9012/2022**
- SALARY** : R176 310 per annum, (total package of R302 136 per annum/ conditions apply)
- CENTRE** : KwaZulu-Natal (Midmar Dam)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Data capturing and developing database. Proficiency in MS Office and Windows. Systematic and meticulous approach to Data capturing. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Departmental policies and procedures. Sound organizing and planning skills in terms of own work. Good communication skills. Administrative skills. Report writing skills. Advanced computer and

numeracy skills. Computer Literacy. Compiling spreadsheets. Compile reports. Ability to gather and analyze information. 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.

DUTIES : Ensure accurate population of non – spatial data in NRM systems. Capture submitted non – spatial data on WIMS which include clearing quotations, order numbers and clearing invoices on time. Capture submitted ID copies of beneficiaries on WIMS. Request project coordinators to submit correct documents on time in order to verify and scrutinise data. Ensure accurate capturing of social and training data. Support provincial information systems management. Verify data by comparing WIMS information with spreadsheet information updated on a daily basis as a measuring tool for data verification. Scrutinise documents for compliance before capturing on WIMS system. Fixing discrepancies as per data analyser report, contract clearing report and training report to improve data quality. Provide regular capturing feedback on errors encountered. Verify MIS data with provincial source data. Provide records support. Ensure up to date electronically filed and archived evidence documents for all captured data. Check that planned deliverables have been met as per the performance agreement. Ensure safekeeping of documents by filing safely all received copies of data in lockable cabinets for future reference. Complete the NRM records register. Label filing-cabinets with NRM registration codes. Making copies of tender documents (quotations) and order number. Support information reporting of provincial NRM deliverables. Update non – spatial register with documents received and captured.

ENQUIRIES : Mr Sithembiso Ngcobo Tel No: 033 330 6197

POST 20/63 : **ADMINISTRATION CLERK REF NO: CMS16/2022**

SALARY : R176 310 per annum, (total package of R302 136 per annum/ conditions apply)
CENTRE : Pietermaritzburg

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent qualification. Knowledge of Public Service Regulation and PFMA. Skills: Planning and organising. Good interpersonal relation skills. Ability to work under pressure. Initiative and creativity. Ability to apply policies. Good communication skills and computer literacy.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Provide receptionist services. Handle routine enquires. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system. Type letters and other correspondence when required. Keep and maintain the incoming and outgoing documents register. Provide supply chain support services within the component. Liaise with internal and external stakeholders in relation to procurement of good and services. Obtain quotation, complete procurements forms for the purchasing office items. Stock control of office stationary. 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. Keep and maintain the attendance register. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms AN Moleko Tel No: (033) 3927700