

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

OTHER POSTS

- POST 22/47** : **DEPUTY DIRECTOR: HEALTH AND SAFETY MANAGEMENT REF NO: OC12/2022**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)
 : Cape Town (Waterfront)
 : Degree or National Diploma in Occupational Health and Safety/Safety Management or relevant equivalent qualification plus 3 years' experience at junior management level (ASD) in Occupational Health and Safety. Must be in possession of SAMTRAC certificate or equivalent qualification. Registration with SACPCMP as a Health and Safety Officer or OHS manager will be an added advantage. Knowledge and understanding of Occupational health and Safety Act and Regulations. Good Knowledge of ISO Quality Standards. Understanding of National Building Regulations and Standards. Good Knowledge of Administrative procedures, Financial Management, Project Management, Risk Management, and Policy development. Good Strategic Planning management, Leadership and Management, Communication skills (written and spoken), Negotiation, Decision-making skills, Report writing skills, Analytical skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. 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. Interpersonal relations. Initiative.
- DUTIES** : Develop safety, health and environmental management policy for all Antarctic and Southern Oceans and island operations (ISO 14001). Develop, and draft policies and management guidelines according to ISO 45001. Ensure that all elements within the ISO 45001 framework are applied. Support safety Management, including implementation of appropriate training. Ensure that the OHS risk management programme is implemented in line with the legal risk register. Ensure management of a COID System & Administrative procedure. Oversee the implementation and administration of COIDA claims. Develop search and rescue protocols. Manage emergency procedures and organise emergency teams. Manage effective OHS control mechanisms. Ensure that all incidents are effectively managed and closed out after root cause analysis with effective control measures being implemented. In addition the incumbent will be required to carry out regular OHS compliance assessments and manage the close out of corrective actions. The incumbent will have to establish OHS committees at relevant levels, with the required appointments in place.
- ENQUIRIES APPLICATIONS** : Mr N Devanunthan Tel No: 021 405 9482
 : Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.
 Applications For Cape Town Centre May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, 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
- FOR ATTENTION NOTE** : Human Resource Management
 : Applications must be submitted on signed and initialled New Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. 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. Women and People with disabilities are encouraged to apply and preference will be given to the EE Targets. Correspondence will be limited to shortlisted 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. 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

: 04 July 2022

POST 22/48

: **CONTROL ENVIRONMENTAL OFFICER GRADE A: ATMOSPHERIC QUALITY OUTREACH REF NO: CCAQ08/2022**

SALARY

: R542 647 per annum

CENTRE

: Pretoria

REQUIREMENTS:

: A Four (4) year Degree (NQF8) in Environmental / Natural Sciences or equivalent qualification in a related field, coupled with six (6) years post qualification experience in the related field. Appropriate experience or knowledge of current air quality management and other environmental issues. Knowledge of Environmental and development issues (globally, regionally, locally). Knowledge of National Environment Management Air Quality Act, and other relevant regulatory framework. Knowledge and competency in atmospheric quality information systems will be an added advantage. Sound knowledge of government's air quality and protection related policies, priorities, and strategies. Air quality information matters and information systems, air quality monitoring 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.

DUTIES

: Develop and maintain the South African Air Quality Information System (SAAQIS). Providing technical support to SAAQIS End Users on general operation of the SAAQIS. Prepare documentation on system functions. Providing desktop and technical support to authorities and other users. Providing remedial training and workshops for SAAQIS End Users. Produce outreach materials to promote SAAQIS. Establishing and operating the SAAQIS Help Desk. Constantly evaluating training needs for users; Developing operational guidelines and manuals to support reporting into SAAQIS. Developing standard operating procedures relating to the various aspects of the SAAQIS. Ensure National Ambient Air Quality Monitoring Network (NAAQMN) and SAAQIS system enhancement are fully implemented. Analyze of NAAQMN/SAAQIS Data and preparation of "alert" reports. Provide External Capacity Development support.

ENQUIRIES

: Mr T Setshedi Tel No: (012) 399 9197

APPLICATIONS

: Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.

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FOR ATTENTION

: Human Resource Management

NOTE

: Applications must be submitted on signed and initialled New Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry,

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CLOSING DATE

: 04 July 2022

POST 22/49

: **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CMS19(2022)**

SALARY

: R321 543 per annum

CENTRE

: Cape Town

REQUIREMENTS

: An appropriate three-year National Diploma (NQF6) in Safety Management/Environmental Health plus a minimum of two (2) years' experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.

DUTIES

: The successful candidate will be responsible to conduct inspections to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulation within Department facilities, Coordinate Occupational, Health and Safety Committees (OHS) with in department. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COIDA Information Management.

ENQUIRIES

: Mr B Mtshali Tel. No: (012) 399 9099

APPLICATIONS

: Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.

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FOR ATTENTION

: Human Resource Management

NOTE

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04 July 2022

CLOSING DATE

:

POST 22/50

:

SENIOR FORESTRY REGULATION OFFICER REF NO: FOM22/2022

SALARY

:

R321 543 per annum, (Total package of R482 864 per annum/ condition apply)

CENTRE

:

Nelspruit (Mpumalanga)

REQUIREMENTS

:

An appropriate National Diploma (NQF level 6) in Forestry or equivalent qualification. 2-3 years' experience in forestry or related field. Knowledge of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996) and other related environmental legislation. Knowledge of Disaster Management, Public Service Act, Public Service Regulations and Departmental prescripts. Good presentation skills, 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. Innovative and proactive. Ability to gather and analyze information. Ability to develop and apply policies. Ability to collect and interpret information and reports. Ability to lead multidisciplinary team. Proven leadership skills. Ability to work long hours voluntarily. Ability to work independently and in a team. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Interpersonal relations. Ability to act with tact and discretion. Initiative. Responsibility and loyalty. A valid driver's license and must be willing to travel.

DUTIES

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Implement the National Forest Act (NFA) through administration of licenses for all forms of forest resources and protected trees. Monitor compliance and ensure enforcements of Acts. Evaluation of Environmental Impact Assessments (EIA). Implement the National Veld and Forest Fires Act (NVFFA). Establish the Fire Protection Association (FPA's), promote the wellbeing of the FPA's, implement intergraded veld fire management plan, and implement National Veld Fire Implementation System. Implement business plan for awareness campaigns and information services. Monitor compliance to leased plantation areas. Compile and submit quarterly reports for leased plantation areas. Render administration support services such as organising and coordinating stakeholder participation as well as general administration.

ENQUIRIES

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Ms Ndina Mudau Tel No: 015 287 9964

APPLICATIONS

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NOTE

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Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by the recent 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 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.

01 July 2022

CLOSING DATE

POST 22/51

: **ADMINISTRATIVE OFFICER REF NO: WCM03/2022**

SALARY

: R261 372 per annum, (Total package of R409 856 per annum/ conditions apply)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate National Diploma in Public Management/Office Management (NQF level 6) or equivalent qualification within related field. 1-2 years' experience in administration/office environment. Knowledge of administrative/clerical procedures. Knowledge of Logis, BAS, Financial and Procurement procedures. Knowledge of Procurement policies and procedures. Knowledge of Departmental procedures and prescript/policies. Computer literacy (emails, Internet, Word Processing). Sound organising and planning skills. Good communications skills. Ability to prioritise workload. Listening skills, Writing skills and Human relations skills. Ability to work long hours voluntarily. Ability to gather and analyze information. Ability to work individually and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Character beyond reproach. Articulate. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES

: Provide Administrative and Logistical Support to the Directorate. Arrange meetings and make booking for conferences and workshops. Distribution of documents in a prompt and confidential manner. Prepare document packs for meeting/interviews. Make travel arrangements for the officials. Prepare and type/draft letters and other documents. Maintain and oversee the filing system of the Directorate. Assist with the Management of Finance within the Directorate. Identify resource needs for the directorate. Ensure that funds are available for procurement of goods and services. Procurement of goods and services using approved procedures. Prepare quarterly procurement reports for the directorate. Ensure that correct and acceptable quality and quantities are delivered as per the order. Ensure that orders are created, and invoices are paid timeously. Provision of administration Support to the Directorate. Assist in compiling documents in preparation for Quality Assurance visits to projects. Liaise with implementers and provincial colleagues regarding quality assurance. Assist in the compilation of all project documents for Business Plan Evaluation during the planning phase. Prepare files for submission for approval. Provide inventory support to the Directorate. Maintain the directorate's asset register. Update the register when new office equipment is acquired. Arrange on behalf of personnel, with the asset manager for moving of furniture from one office to another. Conduct stocktaking of assets. Advise officials to complete VA7 forms whenever they need to use office equipment at workshop venues or at their homes (a VA7 form states that an official is authorised to use state property outside the premises)

ENQUIRIES

: Ms E Mgedezi Tel No: (012) 399 9231

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