

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- 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** : marked for the attention: Human Resources Management
- CLOSING DATE** : 25 July 2022
- NOTE** : All applications must be accompanied fully completed Z83 and a detailed CV only. 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. 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 24/30** : **DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO14/2022**
- 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** : Bachelor's Degree in Finance / Auditing (NQF7) or equivalent qualification in a related field. Five (5) years of experience at middle/senior managerial level in Internal Control & Compliance, Finance or Auditing. Knowledge of Financial

prescripts (Modified Cash Standards and GRAP); Government Financial systems; Public Finance and Management Act; National Treasury Regulations (Directives and guidelines); Budget Management Systems and procedures; Supply Chain Management Framework; International Accounting Standards; Knowledge of Asset management, procurement and business practices; Knowledge of strategic planning and budgeting; Auditing; Risk management. Ability to gather and analyse information. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Modified Cash Standards. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

: Ensure effective monitoring of compliance with the Treasury Regulations, Modified Cash Standard or Generally Recognised Accounting Practice (GRAP) and other Prescripts impacting on Finance and Supply Chain Management. Develop and oversee systems for uniform handling of non-compliance issues and proper reporting. Develop/implement corrective action plans to address control weaknesses. Conduct assessments and basic investigations on reported cases of irregular, fruitless, and wasteful expenditure. Provide monthly report to National Treasury and Chief Financial Officer on reported cases of irregular, fruitless, and wasteful expenditure. Provide strategic leadership to ensure good corporate governance. Analyse quarterly and annual financial reports. Control and manage human, financial and physical resources and assets. Overseeing and monitoring the implementation of the compliance programs. Provide effective financial systems and support services. Provide advice on the implementation of financial management policies, processes, procedures, standards, systems and practices. Ensure good governance in line with treasury guidelines and regulations and the PFMA. Ensure effective audit coordination including the development, monitoring and evaluation of Audit Action Plans derived from internal and external audit findings. Provide strategic advice/support to the Chief Financial Officer in respect to Audits and Financial Management matters. Oversee timely resolution of audit queries.

ENQUIRIES

: Ms A Jass Tel No: 012 399 9038

OTHER POSTS

POST 24/31

: **DEPUTY DIRECTOR: PROVINCIAL PROJECT MANAGER REF NO: EP02/2022**

SALARY CENTRE REQUIREMENTS

: R882 042 per annum, (all-inclusive remuneration package)
 : Pretoria
 : Bachelor's Degree/National Diploma (NQF6) in Natural Science, Development Planning, Built Environment, or an equivalent relevant qualification, coupled with a minimum of 3 years' experience at junior management level (ASD) in project management or related field. Proven knowledge and experience in working on and supporting project management. Stakeholder management and ability to successfully manage a wide network of relationship. Relevant experience in community development business concept development, feasibility testing, market research and sustainability testing. Knowledge and understanding of the EPWP. Proven experience in implementation, monitoring and evaluation of government programmes; contract management, ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem-solving skills. Experience in people and financial management, communication. A valid code B driver's license, able to drive, willingness to travel extensively and work extended hours.

DUTIES

: Manage and Evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reviewing of project plans regularly to ensure tasks and milestones are being achieved in a timely manner ,take an active part in the project issues/risk management process by contributing to the identification and prioritization of existing and potential issues/risks, monthly reporting on projects to the province and the department; provide ad-hoc

support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

ENQUIRIES : Ms G Modubu Tel No: (012) 399 9693

POST 24/32 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): APPEALS AND LEGAL REVIEW REF NO: RCSM08/2022**

SALARY : R480 927 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : LLB degree coupled with at least eight (8) years post qualification experience. Experience in the provision of legal services, and experience in the application of Environmental Law, Mining Law, Constitutional Law and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving, and positive attitude, and an ability to adhere to deadlines are essential. Must be able to travel and must have a valid driver licence and be able to work after hours or over weekends when necessary. Good negotiating skills.

DUTIES : Provide legal support and legal advice on the interpretation of environmental legislation, the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal panels as and when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and draft appeal decisions.

ENQUIRIES : Mr M Rakgogo Tel No: 012 399 9626

POST 24/33 : **ASSISTANT DIRECTOR: NRM REGIONAL PROGRAMMES REF NO: EP9016/2022**

SALARY : R477 090 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Bachelor's degree/National Diploma (NQF6) in Natural Science / Environmental Management or relevant equivalent qualification coupled with a minimum of three (3) years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills. Compiling reports, listening, and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy. Negotiation skills and an ability to interact at all relevant levels in provincial, local government, the private sector and with landowners and land-users. Able to work under pressure, long hours, and travel extensively.

DUTIES : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities, and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all

projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP recruitment, monitoring, and reporting the requirements and transformation targets.

ENQUIRIES : Mr R Mathivha Tel No: (051) 430 7243/ 074 202 0303

POST 24/34 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: PRIORITISED INFRASTRUCTURE PROJECTS REF NO: RCSD09/2022**

SALARY CENTRE REQUIREMENTS : R408 075 per annum
 : Pretoria
 : Appropriate Honours Degree in Environmental Management/ Science or Natural Sciences or related field. A minimum of two (2) years' experience in processing EIA decisions and currently involved in the EIA sector. A thorough knowledge and experience of the National Environmental Management Act, 2014 as amended and relevant legislation. Thorough knowledge of S24 of NEMA and its provisions. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Computer literate. Good communication skills (written, oral and graphic). Good organizing, planning, and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively. A valid driver's license.

DUTIES : Process EIA decisions and NEMA Section 24G applications submitted to the Department. Draft submissions and recommendations for EIA decisions. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA related matters. Provide administration and functional support to management and Branches within the Department. Assist in the development of relevant Standard Operating Procedures (SOPs).

ENQUIRIES : Ms M Solomons Tel No: 012 399 9382

POST 24/35 : **ASSISTANT DIRECTOR: PROGRAMME IMPLEMENTATION-INLAND PROVINCES REF NO: EP03/2022**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
 : Pretoria
 : Bachelor's Degree/National Diploma (NQ6) in Public Administration, Business Management, or equivalent relevant qualification. A minimum of three (3) years' experience in public administration. Thorough knowledge of policies, processes and procedures, public financial management, asset management, personnel management, procurement management and programme management. The following skills will serve as recommendations: analytical thinking, excellent communication, computer Literacy, report writing, presentation, supervisory, problem solving, conflict resolution and numerical skills. The successful candidate must have a valid driver's license.

DUTIES : Develop, Implement and monitor a tracking system for submission of monthly, quarterly, annual and completion reports: Develop a database of projects eligible for submission of annual audits and completion reports, Facilitate the processing of annual audits and completion reports, review and present monthly submission status report of annual audits and completion reports
 Implement and monitor the procurement plan of the directorate and regional offices: develop directorate procurement plan for the financial year, facilitate procurement of goods and services in accordance with directorate procurement plan, manage expenditure against budget allocated for procurements of goods and services, compile and present monthly procurement reports. Provide assets management support to the directorate and regional offices: Provide logistical support to the directorate and regional offices: Provide document management support to the directorate: Facilitate the establishment of directorate e-filing system, Implement and monitor the administrative records filing system.

ENQUIRIES : Ms G Modubu Tel No: (012) 399 9693

POST 24/36 : **ASSISTANT DIRECTOR: CLIMATE CHANGE ADAPTATION PROJECT AND ADMINISTRATION MANAGEMENT REF NO: CCAQ09/2022 (X3 POSTS)**
(Two-Year Contract)

SALARY : R382 245 per annum, plus 37% lieu of benefits
CENTRE : Garden Route (WC)/Amathole (EC)/uMzinyathi (KZN) District Municipalities
REQUIREMENTS : Bachelor's degree /National Diploma (NQF6) in Environmental Management / Science or relevant qualification coupled with a minimum of 3-5 years of experience in a related field. Knowledge of Environmental Management; Finance / Budgeting; Project Management; Administration; and Climate Change. Knowledge of PFMA and other Financial associated prescripts. Knowledge of Public Service legislation, Departmental policies and procedures, Skills required: Organising; Basic Facilitation; Communication (verbal and written); Interpersonal, Computer literacy; Technical writing; Presentation, Project Management; Interpersonal; Analytical thinking and Networking. Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices. Experience seeing projects through the full life cycle. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination, and planning ability, self-driven and approachable. Solutions-driven and proactive. Ability to work both independently and in a team; ability to work under pressure.

DUTIES : Provide technical support to the District on implementation of climate change strategy in relation to the Government of Flanders (GoF) donor funding, climate finance and resource mobilization. Coordinate implementation of the Adaptive Capacity Facility Human Settlement Pilot Programme (ACF-HSPP). Provide support to ACF management and definition of the project scope with the service provider in achieving the objectives of the project. Provide support on the compilation of reports. Provide support on the preparation of budget based on scope of work and resources required.

ENQUIRIES : Mr T Phago Tel No: 012 399 8538
NOTE : Applicants are requested to indicate the centre they are applying for.

POST 24/37 : **IT SUPPORT SPECIALIST- IT SERVICE SUPPORT REF NO: CMS20/2022**

SALARY : R382 245 per annum
CENTRE : Cape Town
REQUIREMENTS : Bachelor's Degree /National Diploma (NQF level 6) in Information Technology, coupled with a minimum of 3 years' relevant experience within the relevant field. Must have knowledge of; Information Technology, administrative procedures, service desk, Public Financial Management Act, advanced LAN and Desktop Support Skills, Coordination skills, Video conferencing systems support skills, Organisational and planning skills, Communication skills (written and spoken), Programme and Project Management, Must be Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Must have proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Must have good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to collect and interpret information and reports. Have good Interpersonal relations. Show Initiative, Responsibility and Loyalty.

DUTIES : Provide LAN and Desktop operations and administration services. Check the validity of the IT equipment (out of warranty/obsolete) Upload software and drivers on file server. Provide technical support to remote sites. Provide support to vendors on resolving hardware issues. Troubleshoot, Research and Test possible IT solutions and implement solutions. Configure and install workstations according to the Departmental standards. Identify, trouble shoot and resolve hardware, software and network related problems encountered by the end user. Provide administration support of SLA's on all Desktop equipment. Ensure and maintain connectivity to government systems (BAS, LOGIS, Persal, SafetyWeb) and email/internet facilities within the Department. Ensure that users access EDMS, Department website, intranet, internet or remote mail using mobile technology. Configure and maintain desktop connectivity to printers and scanners. Assist users to make use of video conferencing system. Provide support in the maintenance of LAN operational processes. Ensure network connectivity of all workstations. Support end-users

on the use and features of the various operating systems and applications. Troubleshoot the Department and remote sites network and cabling infrastructure.

ENQUIRIES : Ms M Boois Tel No: 0741194956

POST 24/38 : **SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS23/2022**

SALARY : R321 543 per annum
CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF 6) in Labour Relations or relevant qualification. A minimum of two (2) years' experience within the related field. Candidates must be in possession of PERSAL introduction Certificate. Knowledge of disciplinary code and procedures; Grievance; mediation and arbitration procedures. Public Service legislation and resolutions. Skills required: Programme and project management; Conflict resolution; Sound organising and planning; Interpretation and application of legislation and policies; Communication (written and verbal) and computer literacy. The ability to work under pressure and long hours.

DUTIES : Handle misconduct cases. Conduct investigations and compiling reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute case effectively. Facilitate the resolution of disputes. Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders. Represent the Department at the Departmental Bargaining Chamber (DBC). Communicate Monthly reports to Branches. Ensure that all grievance, misconduct, and dispute cases are captured on PERSAL. Update and manage database.

ENQUIRIES : Mr L Motsepe Tel No: 012 399 8681/ 071 608 6012

POST 24/39 : **BIODIVERSITY OFFICER PRODUCTION GRADE A: ISSUING AUTHORITY REF NO: EP9010/2022**

SALARY : R276 831 per annum
CENTRE : Cape Town

REQUIREMENTS : Bachelor's Degree / National Diploma (NQF level 6) in Natural/Environmental Science or, relevant equivalent qualification coupled with a minimum of one (1) year experience required in a relevant field. Knowledge of application of the relevant national and international prescripts relating to the management of invasive alien species such as the National Environmental Management: Biodiversity Act (NEMBA). Knowledge of Departmental procedures and prescript/policies and procedures. Knowledge of Project Management, Financial and Procurement procedures. Skills: Computer literacy, Research, Planning and organising, Analytical, Good communication skills (verbal, writing and other). Ability to work long hours voluntarily, Proven leadership skills, Ability to gather and analyse information, Conflict management and resolution, Ability to collect and interpret information and reports.

DUTIES : Administer the process of issuing authorization of alien and invasive species in terms of the NEMBA: Alien and Invasive Species Regulations. Review the permit application and the attached documents. Serve as the first contact point for external and internal clients with regards to alien and invasive species import authorisations. Conduct risk assessments for listed invasive species and alien species with invasive potential. Initiate and conduct risk assessment. Conduct literature searches to ensure correct scientific names are allocated for permit application. Provide species verification on the Alien and Invasive Species Regulations. Liaise and advice stakeholders on the permitting of alien and invasive species. Co-ordinate and participate in multi-lateral interactions to facilitate the implementation of the Alien and Invasive Species Regulations and associated norms and standards. Establish and maintain a register of all permits, including integrated permits, issued by Issuing Authority and all risk assessments that have been carried out in terms of sections 65(2) and 71(2) of the National Environmental Management: Biodiversity Act, 2004.

ENQUIRIES : Mr K Nelukalo at 082 512 6783