

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** 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, marked for the attention: Human Resources Management.
Cape Town: 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** : marked for the attention: Human Resources Management
 : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, 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). 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 32/23** : **DEPUTY DIRECTOR - GENERAL: CLIMATE CHANGE AND AIR QUALITY MANAGEMENT REF NO: CCAQ11/2022**
- SALARY** : R1 544 415 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Pretoria
 : An undergraduate qualification in Environmental Science/Management and a post graduate qualification (NQF level 8) as recognised by SAQA. Extensive experience in the relevant field. Applicants must have 8-10 years of experience at senior management level. Knowledge of international environmental and

development issues (globally, regionally, and locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Ability to manage Units and plan for activities, including projects and policy matter. Ability to negotiate with high-level executives in public and private sector, to secure Government's investments and opportunities. Ability to develop, interpret and apply policies, strategies, and legislation. Programme and 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) and Treasury Regulations Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

: Monitor and evaluate national climate change responses in order to ensure informed climate change response decision-making and lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change mitigation responses. Lead and/or support, inform, monitor and report efficient and effective national, provincial and local climate change adaptation responses. Ensure that reasonable legislative and other measures are developed, implemented and maintained in such a way as to protect and defend the right of all to air and atmospheric quality that is not harmful to health and well-being. Prepare for, negotiate and inform the implementation of multi-lateral, mini-lateral and bilateral climate change agreements and reporting. Effectively manage, facilitate and coordinate the department's international relations, engagements and cooperation agreements. Development, implementation and management of an efficient and knowledge management system provides high-level advocacy for sustainable consumption and production. Manage environmental sector performance and facilitate the development and implementation of the strategic and operational plans for the sector.

ENQUIRIES

: Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656

CLOSING DATE

: 19 September 2022

POST 32/24

: **CHIEF DIRECTOR: BUSINESS PERFORMANCE & STRATEGIC MANAGEMENT REF NO: CMS26/2022**

SALARY

: R1 269 951 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification in Public Management or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of strategic management and service delivery improvement. Strategic capability and leadership; people management and empowerment. Understanding of project management and financial management. Knowledge of policy development and monitoring and evaluation process. Ability to lead a multidisciplinary team. Knowledge of performance reporting and administrative procedures. Sound organising, planning and excellent communication skills, report writing, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES

: Provide overall leadership by ensuring the strategic management and co-ordination as well as the successful functioning of the Chief Directorate. Oversee the development and implementation of the Department's strategic and annual performance plans. Provide strategic planning support on the development of the sector's Medium Term Strategic Framework Plan. Oversee the development and maintenance of an integrated monitoring and evaluation system. Facilitate the development of capacity to implement and manage the monitoring and evaluation system. Ensure the development and implementation of service delivery improvement plans and initiatives. Manage and coordinate the development and monitoring of the Department Service Delivery Improvement Programme. Oversee sector planning and monitoring for the implementation of sector priorities.

ENQUIRIES : Mr G. Ntshane Tel No: 012 3998628 / cell: 079 879 9656
CLOSING DATE : 19 September 2022

OTHER POSTS

POST 32/25 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: CMS27/2022**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree in Psychology/ Social Sciences and Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist or South African Council for Social Service Professions (SACSSP) as a Social Worker. 3 - 5 years' experience in managing Employee Health and Wellness of which three (3) should be at junior managerial level (Assistant Director Level or equivalent). Knowledge and understanding of Project Management. Knowledge of EAPA SA standards, DPSA EHW Framework and policies, Health and behavioural risks in the workplace, HIV/AIDS National Strategic Plan, HR Practices, and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service and Departmental procedures and prescripts. Sound planning and organizing skills, good communication skills, interpersonal skills, Supervisory and problem- solving skills, Coordinating skills, Advanced counselling skills and advanced EAP skills. Computer Literate. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES : Coordinate the implementation of wellness management programmes. Coordinate the implementation of assessment, counselling, and referral services of employees. Coordinate the implementation and support of employees' healthy lifestyles. Coordinate the implementation of HIV and TB management programmes. Coordinate the implementation of Health and Productivity Management programmes. Coordinate the implementation of Health screens of employees. Coordinate the development, implementation and review of Employee Health and Wellness Policies. Liaison with related stakeholders and external service providers in the Wellness fraternity. Coordinate training and development of departmental stakeholders (managers and supervisors and organized) to effectively manage employees wellness. Marketing and promotion of employee assistance services. Coordinate the compilation of Employee Health and Wellness Reports. Coordinate the compilation of annual Employee Health and Wellness Operational Plans. Management of the external Employee Health and Wellness service providers. Monitoring and evaluation of the implementation of the Employee Health and Wellness Policies. Record keeping of confidential Personal information of clients. Management of the Sub-Directorate: Employee Health and Wellness.

ENQUIRIES : Mr S Nyathi Tel No: 012 399 8693
CLOSING DATE : 12 September 2022

POST 32/26 : **ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS28/2022**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : A Three-year Diploma/Degree on (NQF6) in Human Resources Management or equivalent qualification within the relevant field. A minimum of 3-5 years' experience in Service Conditions and Benefits. Experience in managing Policy on Incapacity Leave and ill - Health Retirement (PILIR) and experience in managing service termination process. Understanding of the Human Resource Management Legislations and regulatory framework. Knowledge and understanding of Public Service procedures and prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures. Knowledge of administrative procedures, project management and personnel management. Good communication skills (verbal and written). Good interpersonal skills, Supervisory skills and change management skills. Knowledge of policy development and implementation. Sound research, analytical, organising, planning, presentation coordination

and stakeholder liaison skills. Experience in PERSAL system. Ability to work under pressure and adhere to strict deadlines.

DUTIES : Manage and monitor the implementation of service benefits and conditions such as leave allowances, resettlement, medical assistance, and long service recognition. Conduct information sharing sessions on service benefits and conditions. Manage the performance of other remunerative work outside the public service (ORW) and financial disclosures. Manage Policy on Incapacity Leave and Ill- Health Retirement (PILIR). Manage the implementation service termination process and exit interviews.

ENQUIRIES : Mr. P Mpati Tel No: (012) 399 8653

CLOSING DATE : 12 September 2022

POST 32/27 : **ASSISTANT DIRECTOR: PERFORMAMCE MANAGEMENT REF NO: CMS29/2022**

SALARY : R382 245 per annum

CENTRE : Pretoria

REQUIREMENTS : A Three-year Diploma/Degree on (NQF6) in Human Resource Management/ Human Resource Development/ Management of Training/ Public Management/ Industrial Psychology. A minimum of 3-5 years' experience in Performance Management for Senior Management Services (SMS) and below Senior Management Services (Non-SMS). Computer literacy Skills that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel, PowerPoint, Outlook, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks.

DUTIES : Coordinate the submission of Performance Agreements for SMS and non-SMS members. Coordinate Mid-term and annual performance moderations for SMS and non-SMS. Ensure compliance with the submission of Performance Management documents, such as Performance Agreements, Assessments & Probations reports, etc. Facilitate and monitor the implementation of pay progression and merit awards. Coordinate implementation of OSD and incentive framework directives. Coordinate the management of probation for SMS & non-SMS members. Coordinate SMS members PMDS process and support on Balanced Scorecard system. Oversee performance management database and ensure alignment with PERSAL information. Quality check PMDS documents in line with SMS handbook and PMDS Directives. Conduct training and information sharing sessions.

ENQUIRIES : Mr. N Chauke Tel No: (012) 399 8673

CLOSING DATE : 12 September 2022

POST 32/28 : **ASSISTANT DIRECTOR: SMALL-SCALE FISHERIES MANAGEMENT REF NO: FIM29/2022**

SALARY : R382 245 per annum

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : A Bachelor's Degree or Postgraduate Diploma in Environmental Management or relevant equivalent qualification as recognized by SAQA. A minimum of 3-5 years' working experience in environmental management or related field. Experience in staff supervision. Knowledge and understanding of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Knowledge and understanding of the small-scale fisheries policy and commercial rights. Experience in project management. A valid driver's license.

DUTIES : Facilitate the establishment of the small-scale fisheries sector. Facilitate allocation of fishing rights. Provide support to co-operatives. Establish and facilitate local and regional co-management structures. Identify, recognize, and engage with interested and affected stakeholders. Establish terms of

reference. Monitor and evaluate co-management structures. Manage permitting and databases. Provide inputs for drafting of permit conditions. Update database and report queries. Facilitate the implementation and management of the integrated support strategy for the small-scale fisheries sector. Provide inputs with drafting consultation plans for support programs. Manage the facilitation of partner engagement for the implantation of support programmes.

ENQUIRIES : Ms B. Mullins at 083 508 9105
CLOSING DATE : 12 September 2022

POST 32/29 : **SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY OFFICER REF NO: EP05/2022**

SALARY : R321 543 per annum
CENTRE : Eastern Cape Region (based in East London)
REQUIREMENTS : A Three-year National Diploma (NQF6) in Occupational Health and Safety / Environmental / Risk / Quality Management or equivalent qualification within the relevant field. A minimum of 2 - 3 years' experience in the relevant field with experience in project or programme safety planning, implementation, and compliance assessments. Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage. Good communication and report writing skills. Computer literacy. People, change management and empowerment skills. Knowledge of all applicable legislation (e.g., Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA), Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver's license and willingness to travel and work long hours with limited supervision.

DUTIES : The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection, and audits within a legislative framework. Assess OH&S plans and files on site. Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID. Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations. Identify occupational health and safety interventions to address compliance shortcomings. Analyses quarterly self-assessment reports and recommend required intervention. Promote health and safety through competency checks, health and safety programmes and training.

ENQUIRIES : Mr M Talip at 082 632 5382
CLOSING DATE : 12 September 2022

POST 32/30 : **ADMINISTRATIVE OFFICER: BUILDING MANAGEMENT REF NO: CMS02/2022**

Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R261 372 per annum
CENTRE : Pretoria
REQUIREMENTS : A Three-year National Diploma on (NQF 6) in Building Management / Real Estate Management / Facilities Management or relevant qualification within the related field plus one (1) year experience in property management. Knowledge of lease management, contract management and budgeting. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Knowledge of Public Service financial legislative framework. Problem solving and analysis. Client orientation and customer focus. Required skills: Good interpersonal relations, Communication (written and verbal). Ability to gather and analyze information. Ability to work individually and in team. Ability to interpret and apply policies and legislation. Ability to work under pressure and have sense of responsibility and loyalty.

DUTIES : Administration of building management functions. Procurement of new or alternative or renewal office accommodation for the Department regional offices as per client's request, Coordinate client's forums and meetings with DPWI and landlord. Administration of utility accounts. Receive, verify telephone

accounts received from the service provider and ensure correctness upon receiving Department's invoice accounts, prepare BAS payments and submit to finance. Compile monthly telephone expenditure reports. Administration of maintenance services and coordinating compliance on buildings regulations. Conduct site inspections, physical condition assessment and draft reports for all inspected offices, advise DPWI of the recommendations as per the outcome of the reports. Ensure compliance of occupational health and safety act and building regulations for all Department offices. Telecommunication infrastructure installations. Receive, analyse, and ensure that all requests for telephone installations are processed. Ensure that upgrades of telephone lines are prepared and sent to the Service provider and faulty lines are reported. Compile telephone service request spreadsheet.

ENQUIRIES
CLOSING DATE

: Mr D Sikhwari Tel No: 012 399 8534
: 12 September 2022