

DEPARTMENT OF, FORESTRY, FISHERIES AND ENVIRONMENT

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

- APPLICATIONS** : must be submitted 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** : Human Resources Management
- NOTE** : 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). 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.

OTHER POSTS

- POST 34/33** : **DEPUTY DIRECTOR: FORESTRY SECTOR GROWTH AND DEVELOPMENT REF NO: FOM30/2022**
- SALARY** : R744 255 per annum, (all-inclusive package/ condition apply). 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 appropriate National Diploma or bachelor's degree (NQF 6) in Forestry / Natural Science or equivalent qualification. 3-5 years of experience in a related field of which three (3) should be at entry-level managerial level (Assistant Director Level or equivalent). Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998) and the National Veld and Forest Act, 1998 (Act 101 of 1998). Knowledge and understanding of Public Finance

Management Act (PFMA) and Treasury Regulations. Knowledge of government policies on Information Management such as Promotion of Access Information Act and other related legislation such as Promotion of Administrative Justice Act. Knowledge of the legislation and policies related to Intergovernmental Relations. Knowledge of government's pro-poor policies and strategies- Development and support of SMMEs. Information Management and data analysis. Monitoring and Evaluation. Strategic and analytical thinking. Conceptual and problem-solving skills. Expert level of computer literacy, especially programmes related to data analysis. Good communication, especially in writing. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret data and generate reports. Ability to design frameworks and tools for monitoring and evaluation. Ability to work under extreme pressure. Articulate and multi-tasking. Creativity and Service orientated. Self-supervision.

DUTIES : Coordinate the Masterplan by implementing the policy and set strategies for Sector Transformation. Ensure that the Focus Area Task Teams, Operational Manco and Executive Oversight Committees are operational. Identify challenges that impede the functioning of the governance structures and propose solutions. Identify challenges regarding the implementation of deliverables of the Masterplan and propose solutions. Analyse the impact of implemented sector transformation policies, programmes and projects to identify gaps and trends in the sector. Develop case studies on best practice with regards to sector transformation programmes and interventions, in line with government objectives. Monitor and assess the progress of implementing the Master Plan. Ensure that a system for the sector to report on achievements in relation to deliverables in the Masterplan is developed. Review developed policies where necessary. Ensure quarterly and annual reporting on the implementation of the Masterplan. Table reports on the Masterplan to all governance structures. Monitor and report on sector transformation progress. Conduct Stakeholder engagements with the role-players within the sector. Plan, coordinate, and host national events related to sector transformation. Act as a focal point to liaise among the key role players in the implementation of the Masterplan i.e., government, industry and labour. Liaise and provide information to the DTIC Masterplan Steering Committee. Provide support to provincial departments and State-Owned Entities (SOEs) in respect of compliance requirements and trends, also providing training. Establish appropriate structures and forums where necessary in championing sector transformation and the status of the implementation process. Ensure the conducting of statistical analysis. Develop a system and/or tools for efficient collection of data. Ensure that the tools are updated. Ensure the collection, collation and analysis of data. Develop Monthly, Quarterly and Annual reports for the Operational Manco and the Executive Oversight Committees.

ENQUIRIES : Mr Joel Matshate Tel No: 012 309 5781

CLOSING DATE : 26 September 2022

POST 34/34 : **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT**
REF NO: FOM31/2022

SALARY : R744 255 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 appropriate Degree/diploma in Office Administration / Public Administration / Public Management (NQF level 6) or equivalent qualification. 3-5 years' experience, three (3) years' experience at junior management level (ASD) in office administration or relevant field. Good command of written and oral English and any other official language. Strategic coordination/ planning. Business planning. Report/professional writing. Policy development. Business process management. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. Formats and routes of documentation throughout the department. Quality Control of documents. The hierarchy and management structure of the department. Different specialised fields of the branches and chief directorates expertise and responsibility. Policies, legislation, and procedures. Administration. Public Service and Departmental procedures and prescripts.

Planning and performance management legislation. Sound organising and planning skills. Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher, Excellent communication, interpersonal and writing skills. Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Objectiveness. Integrity. Service orientated. Self-supervision. Highly developed sense of honesty. Protect the confidentiality of documents.

DUTIES

: Provide document management to the Deputy Director General. Monitor workflows received by the Branch. Monitor and follow up on finalization of outstanding DG /Ministerial referrals. Coordinate the finalization of Branch Parliamentary Questions. Ensure that all documents are quality controlled before submitted to branch administrator. Keep an up-to-date record of all decisions taken. Provide effective administration duties for the Branch. Develop branch meeting schedule. Provide secretariat services to the branch meeting. Provide minutes of the meetings. Develop and action list for decisions and monitor implementation. Monitor branch expenditure and raise flags with managers. Provide strategic planning and Reporting. Coordinate finalisation of the branch inputs to the Strategic plan. Consolidate CD inputs into to develop branch APP. Finalise branch APP within the stipulated timeframes. Ensure alignment of CD APP. Monitor implementation of branch Business Plan. Management of Human Resource Issues within the Branch. Facilitate the submission of CD verification statements. Monitor branch compliance with PMDS. Ensure that all CD Performance Agreements are signed, and copies filed. Support the implementation of the Performance Plans. Ensure that the branch compliance with the security clearance. Coordinate ad-hoc projects and implementation of management meeting resolution. Co-ordinate branch participation in departmental meetings and forums. Support the implementation of decisions of departmental meeting. Coordinate branch response to requests received.

ENQUIRIES

: Ms Pumeza Nodada Tel No: 012 309 5718

CLOSING DATE

: 26 September 2022

POST 34/35

: **ASSISTANT DIRECTOR: FORESTRY SECTOR GROWTH AND DEVELOPMENT REF NO: FOM32/2022**

SALARY

: R382 245 per annum, (total package of R556 515 per annum/ condition apply)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate National Diploma or bachelor's degree (NQF 6) in Forestry / Natural Science or equivalent qualification. A minimum of 3 years' experience in monitoring and evaluation or related field. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998) and the National Veld and Forest Act, 1998 (Act 101 of 1998). Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of government policies on Information Management such as Promotion of Access Information Act and other related legislation such as Promotion of Administrative Justice Act. Knowledge of the legislation and policies related to Intergovernmental Relations. Knowledge of government 's pro-poor policies and strategies- Development and support of SMMEs. Information Management and data analysis. Monitoring and Evaluation. Strategic and analytical thinking. Conceptual and problem-solving skills. Expert level of computer literacy, especially programmes related to data analysis. Good communication, especially in writing. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret data and generate reports. Ability to design frameworks and tools for monitoring and evaluation. Ability to work under extreme pressure. Articulate and multi-tasking. Creativity and Service orientated. Self-supervision.

DUTIES

: Provide support to the coordination on the implementation of the Masterplan. Coordinate the implementation of the Masterplan. Develop and implement action plans to ensure implementation of and compliance to policies, programmes and projects Facilitate the establishment of sector growth and transformation forums and task teams where necessary and coordinate their activities. Implement the monitoring and evaluation framework for the Masterplan. Perform statistical analysis in assistance to strategy implementation. Implement and monitor the system for the sector to report on

achievements in relation to deliverables in the Masterplan. Implement the system and/or tools for efficient collection of data. Ensure that the end-users are compatible with the system. Update the tools on an ongoing basis and as the need arise. Collect and collate the data for analysis. Analyse the data and identify trends. Synthesise the data so as to identify trends. Compile Monthly, Quarterly and Annual reports for the Operational Manco and the Executive Oversight Committees. Provide support in stakeholder mobilization and advocacy on forestry sector growth and transformation matters. Coordinate meetings, information and training sessions and workshops where applicable. Develop and maintain databases. Ensure documents for the stakeholder engagements are prepared. Compile and submit reports regarding sector growth and transformation matters.

ENQUIRIES : Mr Joel Matshate Tel No: 012 309 5781
CLOSING DATE : 26 September 2022

POST 34/36 : **ASSISTANT DIRECTOR: FORESTRY TRANSFERS REF NO: FOM33/2022**

SALARY : R382 245 per annum, (total package of R552 003 per annum/ conditions apply)
CENTRE : Pretoria
REQUIREMENTS :

Appropriate Bachelor's Degree in Forestry/ Natural Sciences (NQF level 6) in Forestry or Natural Resources Management or an equivalent qualification in a related field. A minimum of 3 – 5 years' experience in forest or related field. Working knowledge of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fire Act, 1998 (Act 101 of 1998). Understanding of Public Finance Management Act and Treasury regulations. Knowledge of Natural Resource Management. Facilitation and negotiation skills. Project Management. Stakeholder engagement and management skills. Financial management skills. Computer literacy (MS Office software). Job Knowledge. Quality of work. Technical skills. Ability to plan, organise and execute under pressure. Ability to collect and interpret information reports. Acceptance of responsibility and loyalty. Ability to work independently and in a team. Proven leadership skills. Interpersonal relationships. Flexibility. Innovative, initiative and proactive. Ability to gather and analyse information. Ability to work long hours voluntarily. Ability to Develop and apply policies. Ability to Lead multidisciplinary.

DUTIES : Develop transfer framework and guidelines for the Regions. Draft Community Forestry Agreement (CFA) guidelines and framework for the transfer of plantations. Circulate the draft CFA guidelines internally for inputs and comments. Consolidate inputs and finalize the draft. Submit the draft framework to legal reform unit for comments. Finalize the guidelines and submit for approval. Investigate Community Forestry Agreement (CFA) offers received by regions. Confirm status of land claim with the Department of Agriculture, Land Reform and Rural Development (Regional Land Claims Commission). Accept or reject offer based on the findings of investigations. Consult with the rightful landowners regarding the offer. Identify all relevant/affected stakeholders and engage them in the transfer process. Facilitate formation of steering committees for the transfer of plantations. Conduct feasibility studies on plantations to be handed over to communities. Compile tactical plan for feasibility studies to be conducted and share with the regions. Conduct field visit and identify Strength, Weaknesses, Opportunities and Threats (SWOT) for plantations. Compile APO and strategic plan for managing the plantations. Compile the findings. Develop a bankable business plan and make recommendations for state forest plantations. Consult and negotiate Community Forestry Agreements (CFA) with affected stakeholders. Identify and mobilise stakeholders. Arrange and facilitate meetings with the communities and stakeholders. Facilitate labour negotiations with labour unions and Employee Relations within the Department. Facilitate and make recommendations for donation of assets to the communities. Draft and facilitate signing of Community Forestry Agreements (CFA). Draft Community Forestry Agreement to be entered between the Minister and Communities/Traditional Councils. Submit draft CFA to legal reform section for opinion and endorsement. Consult with Traditional Council regarding the draft CFA. Submit CFA to Minister for approval. Facilitate signing of CFA with the communities. Community Forestry Agreement (CFA) concluded and signed.

ENQUIRIES : Ms. LB Nkosi Tel No: 012 309 5791
CLOSING DATE : 26 September 2022

POST 34/37 : **ASSISTANT DIRECTOR: BUILDINGS MANAGEMENT SERVICES REF NO: CMS31/2022**

SALARY : R382 245 per annum, (total package of R556 515 per annum/ condition apply)
CENTRE : Pretoria

REQUIREMENTS : Degree/National Diploma on (NQF6) in Building Management/Real Estate/Facilities Management or Built Environment qualification. A minimum of 3-5years experience in building management or related field. Knowledge of DPWI and Insight GIAMA. Public Service legislation, PFMA and Treasury Regulations. Understanding of building management legislation and regulatory framework. Knowledge of lease, contract and project management. Knowledge of drafting of maintenance guidelines, policies, regulations, and directives. Skills required: Communication (verbal and writing), Organization and planning, research, good interpersonal relations and computer literacy. Administrative procedures. Ability to interpret and apply policies, directives and prescripts. Ability to work under pressure.

DUTIES : Administer building functions and lease of all building. Coordinate and monitor requests for new, alternative and renewal of office accommodation. Coordinate needs analysis and end user engagement on specification for accommodation. Consolidate monthly accommodation status updates and reports. Update or compile U-AMP to be submitted at DPW. Facilitate maintenance services in all departmental buildings. Conduct proactive maintenance in all buildings. Monitor maintenance projects. Administer tenant installations on all leased renewals. Monitor proficient administration of electricity, water, municipal and other utility accounts. Ensure telephone equipment's are upgraded. Ensure payment of Telkom account. Monitor implementation of the energy efficiency strategy and action plan for low cost. Coordinate implementation of energy efficiency awareness in the regional offices. Ensure energy efficiency inspections at regional offices.

ENQUIRIES : Mr Z Mokganye Tel No: 012 399 8654

CLOSING DATE : 03 October 2022

POST 34/38 : **SENIOR FORESTRY REGULATION OFFICER REF NO: FOM34/2022**

SALARY : R321 543 per annum, (total package of R482 864 per annum/ condition apply)
CENTRE : Mahikeng

REQUIREMENTS : An appropriate National Diploma or BTech or Bachelor's Degree (NQF 6) in Forestry or relevant equivalent within related field 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), PFMA 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, project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software. Ability to lead multidisciplinary team. Ability to work independently and in a team. Ability to work under extreme pressure. Conflict management and resolution. A valid driver's license and must be willing to travel.

DUTIES : The incumbent will be responsible for the implementation of 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). The incumbent will also be responsible for implementing the National Veld and Forest Fires Act (NVFFA). This will be done by facilitating establishment of the Fire Protection Association (FPA's), promote the wellbeing of the FPA's, implementation of intergraded veld fire management plan, and implement National Veld Fire Implementation System. Advisory role to landowners and users on Veld fires and license application processes. Implement business plan for awareness campaigns and information services. The incumbent will also render administration support services such as organising and coordinating stakeholder participation as well as rendering general administration.

ENQUIRIES : Mr Itumeleng Setshoane Tel No: 014 592 1830

CLOSING DATE : 26 September 2022

POST 34/39 : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM35/2022**

SALARY : R321 543 per annum, (total package of R478 352per annum/ conditions apply)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry or equivalent qualification within related field with 1-2 years' experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on importance greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisations (NGO's) and private individuals and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry Policies. Provide general administration support services.
<u>ENQUIRIES CLOSING DATE</u>	:	Ms MP Thenga Tel No: (012) 309 5739
	:	26 September 2022
<u>POST 34/40</u>	:	<u>YOUTH ENVIRONMENTAL COORDINATOR: LOCAL GOVERNMENT SUPPORT</u> (2 Year Contract) This programme is aimed at affording youth an employment opportunity to gain work experience
<u>SALARY CENTRE</u>	:	R211 713 per annum, plus 37% in lieu of benefits
	:	Gauteng - Ref No: YCOP1/2022 (City of Ekurhuleni/ City of Johannesburg/City of Tshwane/ Emfuleni/ Lesedi/ Midvaal/ Merafong City/Mogale City/ Rand West City) (X9 Posts) Limpopo - Ref No: YCOP2/2022 (Blouberg/ Lepelle-Nkumpi/ Molemole/ Polokwane/ Ba-Phalaborwa/ Greater Giyani Greater Letaba/ Greater Tzaneen/ Maruleng/ Elias Motsoaledi/ Ephraim Mogale/mFetakgomo-Tubatse/ Makhuduthamaga/ Collins Chabane/ Makhado/ Musina/ Thulamela/ Bela-Bela/ Lephallale/ Modimolle-Mookgophong/ Mogalakwena/ Thabazimbi) (X21 Posts) Free State - Ref no: YCOP3/2022 (Mangaung/ Mafube/ Metsimaholo/ Moqhaka/ Ngwathe/ Masilonyana/ Matjhabeng/ Nala/ Tokologo/ Tswelopele/ Dihlabeng/ Maluti-A-Phofung/ Mantsopa/ Nketoana/ Phumelela/ Setsoto/ Kopanong/ Letsemeng/ Mohokare) (X21 Posts) Mpumalanga - Ref No: YCOP4/2022 (Bushbuckridge/ City of Mbombela/ Nkomazi/ Thaba Chweu/ Chief Albert Luthuli/ Dipaleseng/ Dr Pixley Ka Isaka Seme/ Govan Mbeki/ Lekwa/ Mkhondo/ Msukaligwa/ Dr JS Moroka/ Emakhazeni/ Emalahleni/ Steve Tshwete/ Thembisile Hani/ Victor Khanye) (X17 Posts) Northern Cape - Ref No: YCOP5/2022 (Dikgatlong/ Magareng/ Phokwane/ Sol Plaatje/ Ga-Segonyana/ Gamagara/ Joe Morolong/ Hantam/ Kamiesberg/ Karoo Hoogland/ Khai-Ma/ Nama Khoi/ Richtersveld/ Emthanjeni/ Kareeberg/ Renosterberg/ Siyancuma/ Siyathemba/ Thembelihle/ Ubuntu/ Umsobomvu/ Kheis/ Dawid Kruiper/ Kai !Garib/ Kgatelopele/ Tsantsabane) (X26 Posts) KwaZulu-Natal - Ref No: YCOP6/2022 (eThekweni/ Dannhauser/ eMadlangeni/ Newcastle/ Dr Nkosazana Dlamini Zuma/ Greater Kokstad/ Ubuhlebezwe/ Umzimkhulu/ KwaDukuza/ Mandeni/ Maphumulo/ Ndwedwe/ City of uMhlathuze/ Mthonjaneni/ Nkandla/ uMfolozi/ uMlalazi/ Ray Nkonyeni/ Umdoni/ Umuziwabantu/ Umzambe/ Impendle/ Mkhambathini/ Mpofana /Msunduzi/ Richmond/ uMngeni/ uMshwathi/ Big 5 Hlabisa/ Jozini/ Mtubatuba/ uMhlabuyalingana/ Endumeni/ Nquthu/ uMsinga/ Umvoti/ Alfred Duma/ Inkosi

Langalibalele/ Okhahlamba/ AbaQulusi/ eDumbe/ Nongoma/ Ulundi/ uPhongolo) (X44 Posts)

North West - Ref No: YCOP7/2022 (Kgetlengrivier/ Madibeng/ Moretele/ Moses Kotane/ Rustenburg/ City of Matlosana/ JB Marks/ Maquassi Hills/ Greater Taung/ Kagisano-Molopo/ Lekwa-Teemane/ Mamusa/ Naledi/ Ditsobotla/ Mahikeng/ Ramotshere Moiloa/ Ratlou/ Tswaing) (X18 Posts)

Eastern Cape - Ref No: YCOP8/2022 (Buffalo City/ Nelson Mandela/ Matatiele/ Ntabankulu/ Umzimvub/ Winnie Madikizela-Mandela/ Amahlathi/ Great Kei/Mbhashe/ Mnquma/ Ngqushwa/ Raymond Mhlaba/ Emalahleni/ Engcobo/ Enoch Mgijima/ Intsika Yethu/ Inxuba Yethemba/ Sakhisizwe/ Elundini/ Senqu/ Walter Sisulu/ Ingquza Hill/ King Sabata Dalindyebo/ Mhlontlo/ Nyandeni/ Port St Johns/ Blue Crane Route/ Dr Beyers Naudé/ Kouga/ Koukamma/ Mkanal/ Ndlambel/ Sundays River Valley) (X33 Posts)

Western Cape - Ref No: YCOP9/2022 (City of Cape Town/ Breede Valley/ Drakenstein/ Langeberg/ Stellenbosch/ Witzenberg/ Beaufort West/ Laingsburg/ Prince Albert/ Bitou/ George/ Hessequa/ Kannaland/ Knysna/ Mossel Bay/ Oudtshoorn/ Cape Agulhas/ Overstrand/ Swellendam/ Theewaterskloof/ Bergrivier/ Cederberg/ Matzikama/ Saldanha Bay/ Swartland) (X25 Posts)

Pretoria - Ref No: YCOP10/2022 (DFFE & SALGA) (X18 Posts)

REQUIREMENTS

: National Diploma in Environmental or Natural Science or equivalent qualification in a related field. 0-2 years of experience in relevant field. Knowledge and application of environmental legislations. Understanding of local government and its relationship with National and Provincial government. Knowledge and application of project management, intergovernmental relations, Expanded Public Works Programme (EPWP). Organizational and coordination skills. Stakeholder management, facilitation, and a good understanding of government planning processes. Sound organising and planning skills. Good communication skills (Good verbal and written communication skills) and Interpersonal relation skills. Computer literacy and operation of all Microsoft packages. A valid driver's license.

DUTIES

: Support initiatives to integrate environmental sustainability in municipal planning. Facilitate and coordinate environmental capacity building. Provide support in the identification of environmental capacity gaps within Local Municipalities. Facilitate and coordinate environmental awareness initiatives. Identification of environmental education and awareness programmes for local municipality. Conceptualization, development and implementation of environmental education and awareness programme for schools and communities within local municipalities. Improve environmental governance systems within municipality. Participate in Municipal/ Provincial/ National Governance environmental structures. Participate in the development and/or review of municipal sector plans. Support the planning and implementation of Departments EPWP projects.

ENQUIRIES

: Mr L Dombo Tel No: 012 399 9937

NOTE

: Applicants must clearly indicate the province, ref number and the local municipality they are applying for on the Z83 Application form. Applicants who are applying for multiple municipalities must submit separate applications.

CLOSING DATE

: 03 October 2022

POST 34/41

: **PROVINCIAL PROGRAMME SUPPORT OFFICER: YOUTH COMMUNITY OUTREACH PROGRAMME**
(2 Year Contract)

This programme is aimed at affording youth an employment opportunity to gain work experience

SALARY CENTRE

: R176 310 per annum, plus 37% in lieu of benefits
: Pretoria (X9 posts)

REQUIREMENTS

: A Grade 12 certificate. No experience required. A post-matric qualification in Public Administration/Administration will be an added advantage. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Treasury Practice Note. Knowledge of administrative/clerical procedure, financial, procurement procedures, departmental procedures, and prescript/policies. Coordination and stakeholder management; Interpersonal; organizational, facilitation and coordination skills. Good verbal and written communication skills. Good understanding of government planning processes. Ability to work under pressure, work with difficult people, be responsible and loyal, be honest and reliable, work long hours voluntarily, and ability work with

DUTIES

limited supervision. Computer literacy and operation of all Microsoft packages.
A valid driver's license.

: Render support for Provincial Municipal environment analysis. Support the implementation environmental provincial advocacy initiatives. Support the planning and implementation of environmental education activities. Organize and distribute environmental education and awareness promotional materials. Prepare monthly, quarterly and annual provincial environmental advocacy reports. Provide logistical support; Facilitate traveling and booking needs; Process S&T and Kilometre claims. Provide administrative and secretariat support. Prepare communications, such as memos, emails, invoices, reports and other correspondence. Collate monthly, quarterly performance reports. Create and maintain filing systems. Facilitate procurement of goods and services.

ENQUIRIES

: Mr. L Dombo Tel No: 012 399 9937

CLOSING DATE

: 03 October 2022