

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the **Pretoria** 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 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.  
**Pietermaritzburg:** May be forwarded to the Director-General, Department of Forestry, Fisheries & the Environment: Private Bag X 9029, Pietermaritzburg, 3200 or hand-delivered to 185 Langalibalele Street, Old Mutual Building, 5th floor, Pietermaritzburg, marked for the attention: Human Resources Management  
**Eastern Cape:** 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
- CLOSING DATE** : 10 October 2022
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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 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.
- ERRATUM:** Kindly note that the post of Provincial Programme Support Officer: Youth Community Outreach Programme POST 34/41 that was advertised in Public Service Vacancy Circular 34 dated 09 September 2022 with the closing date of 03 October 2022 has no reference number, the reference number is PPSO1/2022

## MANAGEMENT ECHELON

**POST 35/37** : **DIRECTOR: INTEGRATED HUMAN RESOURCE MANAGEMENT REF NO: CMS32/2022**

**SALARY** : R1 073 187 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** : Cape Town  
An Undergraduate (NQF 7) qualification in Human Resource Management or relevant equivalent qualification recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management at a middle managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of and understanding of the Human Resource Development Legislation and regulatory framework, Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures, administrative procedures, Project management, Personnel management, Strategic Planning Management, Leadership Management, People Management and Change Management. Experience and knowledge of policy development and implementation, Financial Management, Sound Research, Analytical, Organising, Planning and Presentation. Good communication skills (both verbal and report writing) interpersonal, Coordination and stakeholder liaison. Knowledge and experience in Human Resource Management, Learning development and Performance Management.

**DUTIES** : The successful incumbent will be responsible for ensuring the implementation of performance management for Coastal regions. Manage and conduct performance appraisals, Ensure the Implementation of PMDS Framework, Conduct performance training to managers and employees. Conduct and manage adhoc and appeals. Ensure the provision of support in reducing the vacancy and turnover rate. Manage recruitment, selection and appointment of staff, manage pre-employment verifications (reference check, verification of qualifications, etc.) of recommended candidates, manage competency assessments for recommended SMS members, Facilitate the implementation of the Retention Policy. Compliance with regulatory framework in respect of Management of Service Benefits and condition. Provide advice on service benefits and conditions, Review Service Benefits and conditions related policies. Ensure the implementation of HRD strategy. For Coastal regions. Facilitate and manage the implementation of internship, bursary, orientation, and induction programmes, Oversee leadership (SMS) training/development interventions.

**ENQUIRIES** : Ms P Luphondo Tel No: 012 399 8623

**POST 35/38** : **DIRECTOR: FRAUD AND ETHICS MANAGEMENT REF NO: ODG08/2022**

**SALARY** : R1 073 187 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 (NQF 7) in risk management or relevant qualification as recognized by SAQA. Five years of experience at a middle/senior managerial level in the relevant field, Affiliation with relevant bodies (IRMSA, IIA, Ethics), Successful completion of Public Service Senior Management Leadership Programme. Knowledge of the Public Service Act, Public service Act, Professional Standard of the Associations of Certified Fraud Examiners, Criminal Law, Criminal Procedures and Law of Evidence, Knowledge of Prevention and Combating of Corrupt Activities, The Protected Disclosure Act, Promotion of Access to Information Act, Minimum Information Security Standard. Understanding of risk management practices, PFMA and treasury regulations, Government priorities, policies and legislations, Departmental policies and strategies, Project Management, Strategic Management and Personnel Management. Ability to work long hours, gather and analyze information, Develop, and apply Policies, work individually, work under extreme

pressure, ability to work with difficult persons and to resolve conflict. Sound organizing and planning skills, good communication, computer literate, leadership, facilitation and creativity skills. Honest, Articulate, sense of responsibility, loyalty, character beyond reproach, initiative, and creativity.

**DUTIES** : Manage Investigations of fraud and corruption Allegations Manage Fraud Risks. Provide governance oversight on ethics and fraud prevention processes: Manage Ethics functions in terms of the Public Service Regulations. Ensure organizational awareness on fraud, corruption and ethics Processes: Manage awareness on fraud processes, manage awareness on ethics processes, manage awareness on corruption and whistle blowing processes and ethics training.

**ENQUIRIES** : Ms K Gutshwa Tel No: 012 399 9387

#### **OTHER POSTS**

**POST 35/39** : **DEPUTY DIRECTOR: FRAUD AND ETHICS PREVENTION REF NO: ODG09/2022**

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma (NQF 6) / Bachelor's Degree in Risk / Forensic Investigation or relevant qualification. 3-5 years' experience in Forensic of which three (3) of them should be at entry/junior managerial level (Assistant Director Level or equivalent). Technical knowledge in the application of risk management concepts and principles, Knowledge and Understanding of the concepts of Control and Corporate Governance, Risk management standards and procedures, Financial policies and related legislation: PFMA and Treasury Regulations, Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000, In-depth knowledge of the business of the institution and government operations. Good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management, good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organization, Able to analyze, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information. Administration fields, Public Service and Departmental procedures and prescripts. Investigative skills, Computer Literacy, Excellent written, inclusive of report writing and verbal skills, Excellent facilitation, presentation, and communication skills, Able to negotiate in a spirit of co-operation and collaboration, Excellent problem-solving skills, Honesty, Ability to work long hours voluntarily, Ability to gather and analyze information. Ability to develop and apply policies, Ability to work individually and in team Good interpersonal relations skills, Creativity, 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** : Conduct investigations on fraud and corruption allegations. Management of effective and efficient risk management frameworks: Fraud risk management: Ethics Management: Provide a compliance, advisory and facilitation role in the Department's management of ethics.

**ENQUIRIES** : Ms K Gutshwa Tel No: 012 399 9387

**POST 35/40** : **DEPUTY DIRECTOR: RISK AND ETHICS MANAGEMENT (MRLF AND FISHERIES) REF NO: ODG10/2022**

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)

**CENTRE** : Cape Town

**REQUIREMENTS** : National Diploma (NQF6) / Bachelor's degree in Risk/ Forensic Investigation or relevant qualification. 3-5 years' experience in Forensic of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Technical knowledge in the application of risk management concepts and principles, Knowledge and Understanding of the concepts of Control and Corporate Governance, Risk management standards and procedures, Financial policies and related legislation: PFMA and Treasury Regulations, Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy Prevention and Combating of Corrupt Activities Act,

2004, Protected Disclosure Act, In-depth knowledge of the business of the institution and government operations. Good understanding of business processes as well as previous experience in the initiation, development, and implementation of business continuity management. Good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organization, Able to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information. Administration fields, Public Service and Departmental procedures and prescripts. Investigative skills, Computer Literacy, Excellent written skills, inclusive of report writing and verbal skills, Excellent facilitation, presentation and communication skills, Able to negotiate in a spirit of co-operation and collaboration, Excellent problem-solving skills.

**DUTIES** : Manage and implement risk control and management systems within the Department: Provide support on the review of risk controls. Facilitation and management of business continuity function for the Department. Management of ethics in the Department's as per the Public Service Regulations (specific to Gifts and Ethics) Provide a compliance, advisory and facilitation role in the Department's management of ethics.

**ENQUIRIES** : Ms K Gutshwa Tel No: 012 399 9387

**POST 35/41** : **DEPUTY DIRECTOR: INTERNAL AUDIT: (MRLF AND FISHERIES) REF NO: ODG11/2022**

**SALARY** : R744 255 per annum, (all-inclusive remuneration package)

**CENTRE** : Cape Town

**REQUIREMENTS** : A Bachelor's degree/ National Diploma in Auditing/Risk Management or equivalent qualification plus 3-5 years' experience required in relevant field. Registration with a professional body/Certified Internal Auditor (CIA). Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills: Leadership and Management, Coordination skills, organisational and planning, Communication skills (written and spoken), Programme and Project Management, listening skills, writing skills, Decision-making skills, Report writing skills, Organisational skills and Management Accounting skill. Personal attribute: 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 and Ability to collect and interpret information and reports.

**DUTIES** : The incumbent will be responsible to provide management support on the facilitation of internal audit services within the Department. Support the development of a three-year rolling strategic internal audit plan and an annual internal audit plan. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guideline. Manage and coordinate the planning and execution of internal audits. Monitor and facilitate reporting on internal audits. Perform and manage ad-hoc audits as requested by management.

**ENQUIRIES** : Mr W Oelofse Tel No: 012 399 9013

**POST 35/42** : **ASSSTANT DIRECTOR: ENVIRONMENTAL RESOURCE MANAGEMENT REF NO: EP04/2022**

**SALARY** : R477 090 per annum, (Total package of R671 594 per annum/ conditions apply)

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma (NQF6) in Forestry/Nature Conservation/ Environmental Management or relevant qualification. A minimum of 3-5 years' experience in Environmental Management or in the relevant field. Knowledge of Environmental legislations and regulation development. Knowledge of veld and forest fire legislation, Alien invasive and Indigenous plants identification. Understanding of natural resource management. Understanding of government standard administrative procedures, quality standards and contract management. Experience in Geographical Information System and

map reading. Communication skills (written and spoken). Research and analytics skills. Programme and Project Management skills. Report writing skills. Interpersonal relations. Coordination skills. Organizational and planning skills. Advanced computer skills. Valid driver's license and willingness to travel and work long hours with limited supervision. Knowledge of the Public Finance Management Act (PFMA) and treasury regulations. Ability to work under pressure and long hours. Willingness to travel long distance and spend time away from home. Willingness and capable of walking long distance in remote areas including mountainous and conservation areas.

**DUTIES** : Conduct second party quality compliance assessments within the Environmental Programmes. Assess compliance with quality standards, industry requirements and Environmental Programmes operational procedure. Conduct second party quality Compliance verification within the Environmental Programmes. Conduct Projects field quality compliance verifications. Assist in the development and reviewing of Environmental Programmes branch quality assessment and verification documentation and SHEQ Procedures. Conduct and Coordinate Quality Compliance Support Training Sessions. Monitoring of EP Projects quality compliance recommendations.

**ENQUIRIES** : Mr N Maremba Tel No: 012 399 8561

**POST 35/43** : **ASSISTANT DIRECTOR: ETHICS AND FRAUD PREVENTION REF NO: ODG12/2022**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (all-inclusive remuneration package)  
: Pretoria  
: National Diploma (NQF 6) / Bachelor Degree in Risk /Forensic Investigation or relevant qualification 3-5 years' experience in the Forensic or relevant field. Technical knowledge in the application of fraud and ethics management concepts and principles. Knowledge and Understanding of the concepts of Control and Corporate Governance, Fraud and Ethics management standards and procedures, financial policies, and related legislation: PFMA and Treasury Regulations, Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy. Prevention and Combating of Corrupt Activities Act, 2004, Protected Disclosure Act, 2000, In-depth knowledge of the business of the institution and government operations. Good understanding of business processes. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (ICFP). Good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organisation. Able to analyze, compare and interpret information and make appropriate recommendations. Methodical and logical when analyzing information. Administration fields. Public Service and Departmental procedures and prescripts. Investigative skills, computer Literacy, excellent written skills, inclusive of report writing and verbal, excellent facilitation, presentation, and communication skills. Able to negotiate in a spirit of co-operation and collaboration, excellent problem-solving skills. Good interpersonal relations skills. Honesty. Ability to work long hours voluntarily, Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team Creativity. Ability to work under extreme pressure. Sense of responsibility and loyalty. Initiative and creativity.

**DUTIES** : Conduct fraud investigations within the Department. Provide support in effective and efficient fraud and ethics governance frameworks. Provide fraud risk management support. Provide ethics management support. Provide a compliance, advisory, and facilitation role in the Department's management of ethics.

**ENQUIRIES** : Ms K Gutshwa Tel No: 012 399 9387

**POST 35/44** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (GLOBAL ENVIRONMENT FACILITY PILLAR 1) REF NO: RC5M08/2022**  
(Five Years Contract)

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum, plus 37% lieu in benefit  
: Pretoria  
: National Diploma (NQF6) / Degree in Accounting/ Financial management or equivalent qualification. A minimum of 3 years' experience in the related field. Knowledge in Financial and Procurement administrative procedures. Familiarity with the UN administrative and financial management systems. Working experience in rendering financial responsibilities in national or

		international projects or organization. Coordination and liaison skills. Organizational and financial planning skills. Good Communication skills (written and spoken). Ability to plan, co-ordinate and monitor own work plan and have a great sense of accuracy. Ability to work under pressure. Good interpersonal relations skills and Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Provide general financial support to the project. Assist the Project Manager with effective financial management of the UNEP/GEF Project in accordance with the signed Project Document. Monitor project expenditure. Maintain financial records and reports. Assist project management in supporting the budget cycle (planning, preparation, revisions, and budget execution), Monitor the project expenditure. Prepare financial reports (quarterly and annual reports) with the Project Manager. Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission. Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with UNEP policies and procedures. Facilitate the procurement of goods and services, Maintain the inventory of the project assets.
<b><u>ENQUIRIES</u></b>	:	Mr W Erlank Tel No: 012 399 9445
<b><u>POST 35/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: CMS33/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum
	:	Eastern Cape
	:	National Diploma (NQF6) /Bachelor's Degree in Human Resources Management or equivalent related qualification. A minimum of three (3) years' experience in the field of Human Resources. Knowledge and understanding of the Human Resource Management legislation and regulatory framework, Public Service prescripts, HR practice and procedures as well as administrative procedures. Skills: Good communication (verbal and written), organising, planning, research, analytical, coordination and stakeholder liaison, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours.
<b><u>DUTIES</u></b>	:	Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Ensure and provide support in terms of service conditions and benefits such as leave, PILIR allowances, pensions, resettlement, medical assistance, overtime, financial disclosures for SMS. Provide advice on all HR related matters.
<b><u>ENQUIRIES</u></b>	:	Ms S Nzwane Tel No: (021) 493 7223/ 060 834 2937
<b><u>POST 35/46</u></b>	:	<b><u>SENIOR FORESTER: WIFM REF NO: FOM36/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	Pietermaritzburg
	:	Applicants must be in possession of a National Diploma or Degree in Forestry or Nature Conservation or Natural or Horticulture or any degree related to conservation planning, forestry biodiversity management. Knowledge of all relevant Acts such as NFA, NEMA, NEMBA, Protected Areas Act, PSA, PFMA, Knowledge of environmental management sector and treasury regulations. Skills: Computer skills, People management and empowerment, Leadership skills, Planning and organizing, financial management, Project and programme management. Valid driver license (Code B).
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the implementation of the infrastructure maintenance plan within the forest estate which deals with the following: Roads(e.g management of roads, tourist roads, ect), Office buildings (e.g offices, stores, gardens, staff houses, guest houses, ablution facilities e.g hiking huts, camp sites, picnic sites ,bird hides, ect.), Forest boundary beacons and fences, Water provision. Assist in preservation of biodiversity to ensure the continued livelihood within the forest estate: Assist in the development and implementation of management plan for the estate which deals with the following: rehabilitation of degraded forest areas, wetlands and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Recording of animal populations which will include recording species sightings and habitats. Monitoring and recording of rare, Threatened & endangered species e.g Cape parrots. Implementation of alien vegetation eradication,

Implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some indigenous forests. Perform environmental education to promote environmental awareness and manage relationships with all affected stakeholders to the estate: Presentations to visitors, schools and communities. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Promote, facilitate and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Promote indigenous tree planting and arbor week. Manage risk and security aspects on the estate: Develop and implement resource security plan for the estate, enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols, Oversee the issuing of licenses and other relevant permits. Conduct administrative and related function.

**ENQUIRIES**

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Ms N Mengqani Tel No: 033 3927700