

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : **Pretoria:** 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.  
**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, marked for the attention: Human Resources Management.
- CLOSING DATE** : 31 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. 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 38/18** : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS41/2022 (X2 POSTS)**
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree/ National Diploma on NQF6 in Labour Relations or equivalent qualification within the related field. A minimum of 3-5 years' experience in Labour Relations. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of the interpretation and application of legislation, policies and resolutions. Understanding of Programme and Project Management. Good communication skills (verbal and written). Good interpersonal skills. Conflict resolution skills. Sound organising and planning skills. Coordination skills. Report writing skills. Computer literacy. Ability to work under pressure and adhere to strict deadlines.
- DUTIES** : Provide support and advice to the Department on labour relations matters through the following key performance areas: Ensure misconduct cases are handled promptly and effectively. Ensure the facilitation of grievance procedures. Provide advice and development on labour relations matters. Provide collective bargaining support and general support on compliance for reporting to stakeholders. Ensure dispute cases are handled effectively.
- ENQUIRIES** : Mr L Motsepe; Cell: 071 608 6012 or Mr L May; Cell: 066 383 2837
- POST 38/19** : **ASSISTANT DIRECTOR: TRANSFORMATION & SPECIAL PROGRAMMES REF NO: CMS42/2022**
- SALARY** : R382 245 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma on NQF6/Degree in Public Administration/Social Sciences or relevant qualification, plus 3-5 years of functional experience in the related field. Knowledge of Employment Equity Act, Public Service Regulations

including broader Transformation mandates, Project Management, Diversity Management and Policy Development. Sound research, numerical, analytical, organizing, planning, presentation, communication skills (verbal and written), interpersonal, coordination and stakeholder liaison and report writing skills. An understanding of commemoration days aimed at increasing awareness on Transformation issues, Proficient in Ms Office packages. A valid Driver's License.

**DUTIES** : Facilitate the process of developing and implementing the Employment Equity Plan, Service Delivery and Transformation programmes including Culture Intervention Programme, Advocacy and Mainstreaming of Gender, Disability, Youth & Children's programmes into Departmental Programmes, Projects and Policies. Assist in the development and review of policies, and implementation plans and compile monthly, quarterly and annual internal and external compliance sector reports on transformation and special programmes and projects. Coordinate implementation of Transformation programmes, projects and events. Conduct research and draft speeches, articles and briefing notes on Employment Equity, Disability Management, Gender Mainstreaming and Transformation related programmes. Liaise and improve integration with internal and external stakeholders and attend inter-departmental collaboration meetings. Provide secretarial support for Transformation related committees.  
**ENQUIRIES** : Ms L Sebake Tel No: 012 399 8697 / 066 486 6850

**POST 38/20** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT REF NO: CMS45/2022**

**SALARY** : R382 245 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma on NQF level 6 or Bachelor Degree in Office Administration/Public Administration or equivalent relevant qualification. A minimum of 3-5 years' experience in Office Management, Administration and Coordination or any secretarial related work. Knowledge of Public Service prescripts, policies and procedures, PFMA and other Financial Management and associated prescripts. Understanding of Inter-governmental relations. Knowledge of strategic coordination/planning and project management. Experience in planning, reporting and performance management is also required. Skills required: Sound organizing and planning, Facilitation, Analytical thinking, interpersonal, report writing and Excellent communication skills (written and verbal). Ability to work individually and in a team and work effectively with stakeholders at various levels. Proactive approach to meeting deadlines and delivering results with limited supervision. Advanced level of computer literacy (Ms package). Ability to stay focused and work under extreme pressure.

**DUTIES** : Provide support to the Office of the Deputy Director-General through the following key performance activities: Provide administration and co-ordination support services to the Office of the DDG for the effective and efficient management of the Branch. Render procurement and budgeting services and coordinate financial administration functions (this includes coordinating the compilation and monitoring of the Branch's procurement plans, budgets and expenditure reports). Render secretariat functions for relevant Branch-related meetings and liaise with relevant stakeholders. Identify and direct important and key requests, both from internal and external stakeholders to relevant officials for attention. Keep track of the Branch's responses to compliance with enquiries, questions, requests and dates (e.g. from Cabinet, Portfolio Committees, public and others). Provide document management services, as well as point of interaction with the DG's office.  
**ENQUIRIES** : Ms T Bhunu Tel No: (012) 399 9946