

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- 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, marked for the attention: Human Resources Management.
- CLOSING DATE** : 21 November 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.

OTHER POSTS

- POST 42/34** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: CFO19/2022**
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree/National Diploma (NQF6) in Supply Chain Management or equivalent qualification within the related field coupled with 3-5 years' experience in Supply Chain Management under Demand Management. Knowledge of procurement and business practices. Ability to establish and manage Demand systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and Demand plan of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Skills & Competencies: Advanced skills in policy

formulation; Advanced negotiation skills; Adequate skills in computer use; Advanced skills in financial. Advanced skills in respect of formal presentation and public speaking; negotiation skills; management and project management. Good interpersonal relations; Relationship Management and Stakeholder engagement. Personal Attributes: Ability to work long hours voluntarily and under pressure; Ability to gather and analyse information. Ability to develop and apply policies; Ability to work individually and in a team; Ability to work with difficult persons and to resolve conflict.

DUTIES : Manage the administration of a database. Facilitate inputs of the procurement plan from the Branch: Directors of Administrations. Compile a comprehensive procurement plan with critical delivery date(s) per branch and submit to supervisor for verification. Monitor implementation and update the procurement plan as per project estimated date and cost. Check the correctness of the goods and services in order to mitigate DFFE procurement risk and eliminate audit exposure. Manage the creation of User profiles on the National Treasury Contract Management system. Coordinate supplier registration process and provide different reports on the database. Conduct Market analysis and establish best practices. Ensure that all compatible and relevant documentations are submitted with database application form. Conduct market research to establish new technologies. Implement best sourcing strategy. Conduct benchmarking with best practices. Develop new procurement techniques.

ENQUIRIES : M F Maleho, fmaleho@dffe.gov.za

POST 42/35 : **WEB ADMINISTRATOR REF NO: CMS44/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Pretoria
: National Diploma (NQF6) in Communication Studies, Web Design or relevant qualification. A minimum of 2-3 years' experience in web design, website content management, video editing and capturing, social media content management and / or other related fields. Experience in use of CMS. Knowledge of web design and content management principles. Knowledge of Search Engine Optimisation (SEO). Competency in the usage of Dreamweaver, Flash, Photoshop, pro., HTML, CSS, Adobe Premiere Pro, Adobe Design Premium suite and Drupal CMS, JavaScript Image editing and graphic design skills. Ability to upload documents on the website and intranet, take videos, edit, and load on the website. Ability to conduct online research. Good communication skills. Sound organising and planning skills. Good interpersonal relations skills. Project management. Innovative and proactive. Ability to work independently and in a team.

DUTIES : Coordinate and upload information on the departmental website and intranet. Implement the production of audio-visual material for departmental events and campaigns. Contribute to the creation of heightened visibility of departmental activities, events and campaigns on the home page. Contribute to the creation of heightened visibility of departmental activities, events and campaigns on the home page. Provide support on the development and improvement of the department's website and intranet. Implement the social media content plan for education and awareness purposes

ENQUIRIES : Ms M Tladi Tel No: (012) 399 9962

POST 42/36 : **SENIOR INTERNAL AUDITOR REF NO: ODG14/2022**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Pretoria
: National Diploma (NQF6) in Auditing or relevant qualification. A minimum 2-3 years' experience in auditing environment. Public Service Regulations. Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the standards for the professional practice of internal audits and the code of ethics developed by the Institute of Internal Audit. Knowledge of internal auditing and risk management. Planning and organising skills, administrative skills, Report writing skills, Interpretation skills, Problem solving skills, Interpersonal skills. Ability to communicate well with people at different levels. Ability to gather and analyse information. Ability to apply policies. Ability to work individually and in team. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Computer literacy.

<u>DUTIES</u>	:	Contribute to the maintenance of efficient and effective controls and achievement of the objectives of the department through the evaluation of the department's controls/objectives. Compile internal audit reports for each engagement. Monitor progress on the implementation of the allocated agreed upon action plans and provide feedback accordingly for Internal Audit and AGSA findings. Render support to the Audit and Risk Committee. Collect and collate information to support the compilation of reports to the Accounting Officer and Audit Committee. Render administration support to the Internal Audit unit.
<u>ENQUIRIES</u>	:	Mr W Oelofse Tel No: 012 399 9013
<u>POST 42/37</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: CMS36/2022</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Management Services/ Operations Management/Industrial Psychology or relevant equivalent qualifications. A minimum of two (2) years' experience in relevant field Organisational Development. Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Skills: Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours voluntarily, gather, analyse information develop and apply policies. Be able to work individually and in team and to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Certification of PERSAL introduction and Job Evaluation (EVALUATE) system will be an added advantage.
<u>DUTIES</u>	:	Provide support on organizational development investigation. Receive and acknowledge request for structural changes and development. Conduct preliminary analysis on existing functions. Coordinate discussion meetings with stakeholders. Conduct job evaluation and compile job descriptions. Advise managers on the development and review of job descriptions. Provide support and gather information for the job content. Align job purpose and KPA's with the business plans. Maintain job description database and provide statistic when required. Conduct JE investigation, general grading reports. Present results to the JE panel. Provide support for business process mapping. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation changes.
<u>ENQUIRIES</u>	:	Ms S Mkwanazi Tel No: 021 402 3388 / Ms T Morule Tel No: 012 399 – 3662
<u>POST 42/38</u>	:	<u>BIODIVERSITY OFFICER PRODUCTION GRADE A: PROTECTED AREAS PLANNING REF NO: BC10/2022</u>
<u>SALARY</u>	:	R276 831 annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF6) in Nature Conservation/ Environmental Science or equivalent qualification within the related field plus 1 – 2 years' experience required in Protected Areas Management and Conservation Management. Knowledge of environmental legislations, policies, regulations, and international instruments. Understanding of both National and Provincial Protected Areas Expansion Strategies. Knowledge of the Environmental Impacts Assessment process. Understanding of Other Effective Area based Conservation Measures (OECM) initiative in South Africa. Computer literacy including GIS software i.e ArcView 10 will add more advantage. The following skills (Analytical, Writing, Research, Communication, Interpersonal etc) are critical for the position. Ability to gather and analyse information. Ability to work under extreme pressure. Sound organisation and planning qualities. Ability to interpret information and write site visit reports. Must be in possession of driver's license and willing to drive and travel for a longer period.

DUTIES

: To render support to the development and review of national strategies in line with national and international obligations. Review environmental authorisations affecting national protected areas. (National Parks, World Heritage Sites and Marine Protected Areas). Facilitate the identification of new or expansion of protected areas in the biodiversity hotspots or in line with the identified priority areas of both national and provincial plans. Assist in the development of the plans to promote connectivity of ecosystems and establishment of ecological corridors including other effective area-based conservation measures. Evaluation of the South African National Parks land Acquisition Plan and facilitation of the transfer payments.

ENQUIRIES

: Mr T Nethononda Tel No: (012) 399 9553