

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 Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town.
- FOR ATTENTION** : marked for the attention: Human Resources Management
- CLOSING DATE** : 12 December 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. 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. Shortlisted 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/trainingcourse/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.
- ERRATUM:** Kindly take note of the following amendments for the post of: The National Department of Forestry, Fisheries and the Environment Post: Assistant Director: Media and Editorial Services, Ref No: CMS49/2022, post 44/133 advertised in the Public Service Vacancy Circular on 18 November 2022 with a closing date of 05 December 2022. The post is withdrawn and will no longer be advertised.

OTHER POSTS

- POST 45/86** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: RCSM18/2022**
- SALARY** : R495 354 per annum, (OSD)
- CENTRE** : Cape Town
- REQUIREMENT** : LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services with supervisory skills (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the

environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License and be able to travel.

DUTIES : Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property. Responsible for supervisory duties of Legal Administration Officers on MR5 and MR2 level.

ENQUIRIES : Mr C Liebenberg Tel No: 021 493 7132 / 0832975753
NOTE : Shortlisted candidates will be subjected to an oral interview and a written test

POST 45/87 : **LEGAL ADMINISTRATION OFFICER (MR5): CORPORATE LEGAL SUPPORT REF NO: RCSM19/2022**

SALARY : R390 360 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License be able to travel.

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