

## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- 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, marked for the attention: Human Resources Management  
**Cape Town:** May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, 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** : 13 February 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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. 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 following posts were advertised in Public Service Vacancy Circular 01 dated 13 January 2023, The reference number has been amended as follows (1) Assistant Director: Woodlands and Indigenous Forest Management (X2 Posts) (Ref No: Limpopo – B&C1/2023) and (Ref No: Mpumalanga – B&C2/2023). (2) Forester (Ref No FOM7/2023). The closing date has been extended to 06 February 2023.

## MANAGEMENT ECHELON

- POST 02/27** : **CHIEF DIRECTOR: FACILITIES MANAGEMENT REF NO: CMS03/2023**
- SALARY** : R1 308 051 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 undergraduate qualification in Facilities Management/Business Administration or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level

in facilities or buildings management, security and transport policies and procedures. Understanding of building management legislation, PPP and OHS regulatory framework. Strategic capability and leadership; people management and empowerment. Understanding of Hierarchy and management structure of the department. Knowledge of policy development and implementation. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Strategic planning and leadership management skills. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

**DUTIES** : Develop, implement, and oversee implementation of policies, norms, protocols, strategies for facilities, security, vetting and travel management services to meet the operational and strategic needs of the Department. Develop, Manage, and oversee the implementation of OHS policies and systems and ensure compliance with the Occupational Health Safety ACT and regulation. Ensure safe, healthy, flexible environments for workers, both inland and coastal. Ensure that transport and travel services are managed efficient and effective within the department. Manage compliance with transport directives for GG Fleet/subsidised vehicles. Manage and oversee facilities and building management services in line with GIAMA and space norms and standards. Implement and oversee the building management system and ensure just-in-time maintenance is implemented to prevent asset failure and maintain high standards of all departmental occupied buildings. Monitor energy consumption and CO2 emissions, within the building and ensure sustainable performance of the departmental building portfolio. Ensure workplace management, forecast future space needs, provision of the required space and optimal workspace utilisation. Provide auxiliary, cleaning, hygiene, registry and document management services for the department. Ensure the development and implementation of disaster recovery and continuity plans within the facilities management services. Ensure sound facilities contract management for PPP. Oversee the registry and document management services in line with the Archives Act. Manage the security function and information management security services for the Department. Develop, implement security policies, protocols, procedures, and systems for the department. Ensure compliance and oversee the contracts and service level standards for outsourced services.

**ENQUIRIES** : Ms Tracy Bhunu Tel No: 012 399 9450

**POST 02/28** : **CHIEF DIRECTOR: MONITORING, CONTROL & SURVEILLANCE REF NO: FIM 01 /2023**

**SALARY** : R1 308 051 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 (Foretrust Building)  
: Bachelor's degree in Natural/Environmental Science/Law (NQF 7) or relevant equivalent qualification as recognized by SAQA. A minimum of five (5) years of experience in a senior managerial position. Knowledge and understanding of the Marine Living Resources Act, Public Finance Management Act and National Treasury Regulations. Sound knowledge and understanding of all the legislation and regulations that govern the Public Service including the Public Service Act and the Labour Relations Act etc. Knowledge of government policies and priorities for the Department. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Project and management skills. Strategic capability and leadership. Financial and change management.

**DUTIES** : Ensure the development of policies and legislation for monitoring, control and surveillance; Oversee the review, development and implementation of policies and guidelines for monitoring, control, and surveillance of marine and coastal areas. Oversee the review, development and implementation of any other relevant policies as prescribed by principles; Facilitate the development of standard operating procedures for inspectors. Facilitate the development and implementation of species-specific strategies and programmes for preventing

illegal harvesting of Marine and coastal resources: Ensure accountability of all Directorates in reporting on the deployment of programmes; Co-ordinate and manage the Honorary Marine Inspector programme. Oversee the execution and management of ocean and land- based investigations/inspections for compliance: Drive strategies by identifying priorities to be investigated by the Chief Directorate. Ensure inspections of SA flagged and foreign vessels for compliance with fishing regulations. Liaise with legal services and facilitate the prosecution of transgressors. Enhance relationships with other law enforcements and conservation agencies. Co-ordinate and manage regional and international obligations. Promote educational awareness on Marine Living Resources Act (MLRA) and procedures.

- ENQUIRIES** : Ms S Middleton at 082 371 6088
- POST 02/29** : **DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: ODG01/2023**
- SALARY** : R1 105 383 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** : Pretoria
- REQUIREMENTS** : An undergraduate Degree in Public Administration/ Strategic Management or relevant qualification on NQF Level 7 as recognized by SAQA. Five (5) years of experience at a middle / senior managerial level within the relevant field. Knowledge of environmental and development issues (globally, regionally and locally), strategic management and service delivery innovation. Understanding of programme and project management. Ability to manage and plan for activities including projects and policy matters. Knowledge of HR management practices, legal issues and negotiations. Change and financial management. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the budget. Sound organising and planning skills. Stakeholder engagement and negotiation skills. People management and empowerment. Strategic capability and leadership. Ability to work under pressure and long hours. Completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Manage the office of the Director-General and provide strategic support to ensure efficient and effective service delivery of the department mandate. Manage the overall administration function in the office of the Director-General. Manage incoming and outgoing Ministerial and Director-General correspondence. Provide effective and efficient secretarial and administrative support service to the Director-General. Manage the Director-General's diary. Coordinate the preparation and support for all Director-General's meetings and travel arrangements. Manage the process for performance management of managers reporting to the Director-General. Provide parliamentary support services in the office of the Director-General. Facilitate responses to parliamentary questions in the Department. Liaise with Portfolio Committee secretary, Minister, and Deputy Minister PLO officials regarding parliamentary matters. Prepare delegation list and apologies for portfolio and select committee meetings. Render a strategic and efficient support service regarding quality control, editing, translation and terminology development relating language matters. Manage language policy planning, implementation, and monitoring. Ensure quality control and the promotion of the official languages of the Department in terms of Use of Language Act. Develop prescripts and compile reports and statistics to be submitted to Pan South African Languages Board and the Minister of Sports, Arts and Culture in terms of UOLA. Manage a panel of language agencies to assist with translations for the department. Manage the overall financial, human resource and reporting requirements for the office of the Director-General.
- ENQUIRIES** : Ms Z Maistry Tel No: 012 399 9117
- POST 02/30** : **DIRECTOR: OFFSHORE RESOURCE RESEARCH REF NO: FIM 02 /2023**
- SALARY** : R1 105 308 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.

<b><u>CENTRE REQUIREMENTS</u></b>	: Cape Town (Foretrust Building) : Bachelor's degree in Natural Science/Environmental Science (NQF 7) or relevant equivalent qualification as recognized by SAQA plus five (5) years of experience in a middle/senior managerial position in an environmental/Fisheries field. Sound Knowledge and understanding of relevant legislations and regulations that govern the Public Service Including the PFMA and Treasury Regulations, Public Finance Management Act and National Treasury Regulations, the Public Service Act and Regulations, the Labour Relations Act. Knowledge of Marine Living Resources Act and all the applicable legislations. Background in research in a Marine related field. Knowledge of fisheries production system. Knowledge of marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Knowledge of research methods and processes. Knowledge of currents state and trends in fisheries research and management (globally). Applicant must display strategic capabilities and leadership skills, coupled with good financial management, problem solving analysis capabilities, Programme Project and management. change management. Knowledge Management, Service Delivery Innovation and strong people management and empowerment skills. Client orientation and Customer focus, Communication & honesty and integrity.
<b><u>DUTIES</u></b>	: Manage research on fish stocks for offshore fisheries resources. Manage the provision of scientific advice for offshore fisheries resources. Manage the provision of fisheries stock assessments for fisheries resources. Manage the provision of histology and ageing services for fisheries resources. Manage international, multilateral, and bilateral marine and fisheries agreements, and co-ordinated approach with regional and sub-regional countries and programmes.
<b><u>ENQUIRIES</u></b>	: Dr K Prochazka at 083 302 8191
<b><u>POST 02/31</u></b>	: <b><u>DIRECTOR- SUPPLY CHAIN MANAGEMENT AND ASSETS REF NO: FIM04/2023</u></b>
<b><u>SALARY</u></b>	: R1 105 383.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.
<b><u>CENTRE REQUIREMENTS</u></b>	: Cape Town (Foretrust Building) : Bachelor's Degree in Supply Chain Management (NQF level 7) or relevant and equivalent qualification as recognised by SAQA. Applicants must have 5 years of experience at middle management level in an accounting (finance) or supply chain environment. The incumbent must have knowledge and experience in Supply Chain and Asset Management. Applicants must have an in-depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad- Based Black Economic Empowerment Act (BBBEEA), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management) at a strategic and operational level, including resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules. Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.
<b><u>DUTIES</u></b>	: Provide strategic direction, leadership and management with regard to the Supply Chain Management (and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plan of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and

GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

**ENQUIRIES** : Mr. W Rooifontein at (082) 822 2882

**OTHER POST**

**POST 02/32** : **DEPUTY DIRECTOR: ADMINISTRATION & COORDINATION SUPPORT**  
**REF NO: FIM 03 /2023**

**SALARY** : R766 584 per annum, (an all-inclusive annual remuneration package)  
**CENTRE** : Cape Town (Foretrust Building)  
**REQUIREMENTS** : Bachelor's degree or National Diploma in Public Management/Office Management or relevant equivalent qualification. Minimum of 3-5 years' experience in administration as an assistant Director. Good research methodologies and presentation skills. Knowledge of Public Service and Departmental procedures and prescripts. Good command of written and oral English and other languages. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work with difficult persons and to resolve conflict. Project management. Good interpersonal relations skills.

**DUTIES** : Provide document management. Monitor and follow up on finalization of outstanding DG /Ministerial referrals and media queries. Coordinate the finalization of Branch Parliamentary Questions. Provide effective administration duties for the Branch. Develop an action list for decisions and monitor implementation. Monitor branch expenditure and raise flags with managers. Provide strategic planning and reporting. To develop the Annual Performance Plan (APP) for the branch and for the Marine Living Resources Fund (MLRF). Coordinate finalisation of inputs to the departmental strategic plan. Coordinate the finalisation of the strategic plan for the Marine Living Resource Fund (MLRF). Manage human resource issues within the Branch. Coordinate ad-hoc projects and implementation of management meeting resolutions.

**ENQUIRIES** : Ms S Middleton at 082 371 6088