

## 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, Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Marked for the attention: Human Resources Management
- CLOSING DATE** : 20 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 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.

## MANAGEMENT ECHELON

- POST 03/57** : **DIRECTOR: SAFETY, HEALTH, ENVIRONMENT AND QUALITY MANAGEMENT REF NO: EP04/2023**
- 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 graduate qualification in Environmental Science/Environmental Management or relevant qualification on NQF 7 as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level within the relevant field. Good command of written and oral English and any other official languages. Knowledge of strategic management or planning and Business process management and planning. Knowledge of Environmental Law, monitoring and Evaluation. Understanding of project management, risk management and waste management. Knowledge of policy development and procedures. Knowledge of organisation of performance management and research methodologies and presentation. Ability to work with difficult persons and to resolve conflict, Ability to work under pressure and

- long hours. Ability to develop and apply policies, Ability to work individually and in team. Ability to gather and analyse information. Sound understanding of organising, facilitation, and excellent communication skills, Computer literacy, technical writing skills and report writing skills.
- DUTIES** : Manage Occupational Health & Safety planning, assurance and implementation of Continuous Improvement process of all EP Projects, Manage quality planning, assurance and implementation of continuous improvement process of all EP soil conservation projects, Manage quality planning, assurance and implementation of continuous improvement process of all EP structural and civil engineering projects, Manage quality planning, assurance and implementation continuous improvement process of all EP environmental conservation and restoration projects.
- ENQUIRIES** : Ms M Skosana Tel No: 012 399 9708
- POST 03/58** : **DIRECTOR: OPERATIONAL SUPPORT AND PLANNING: INFRASTRUCTURE REF NO: EP04/2023**
- 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 REQUIREMENTS** : Pretoria  
: An undergraduate graduate qualification in Civil Engineering or relevant qualification on NQF 7 as recognized by SAQA and a registered professional. Five (5) years of experience at a middle/senior managerial level within the relevant field. Good command of written and oral English and any other official languages. Knowledge of strategic planning and Business planning. Knowledge of Environmental science, monitoring and Evaluation. Understanding of project management, risk management and contract management. Knowledge of policy development and procedures. Knowledge of Infrastructure based projects and research methodologies and presentation. Ability to work with difficult persons and to resolve conflict, Ability to work under pressure and long hours. Ability to develop and apply policies, Ability to work individually and in team. Ability to gather and analyse information. Sound understanding of organising, facilitation, and excellent communication skills, Computer literacy, technical writing skills and report writing skills.
- DUTIES** : Manage research programmes in support to planning and implementation of Infrastructure Projects, Coordinate and support the development of effective strategic and operational planning tools, providing programme review Support to the Regions (non-infrastructure) projects, Manage the development of programme criteria and development/review of norms and standards for the infrastructure programmes.
- ENQUIRIES** : Ms M Skosana Tel No: 012 399 9708

#### OTHER POSTS

- POST 03/59** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTEGRATED ENVIRONMENTALAUTHORISATIONS REF NO: RCSM03/2023**
- SALARY** : R517 725 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized 4-year degree in Environmental Management/Science or Natural Science or equivalent qualification (NQF 8) in a related field coupled with 6 years post qualification experience. Appropriate experience in the application of National Environmental Management Act (Act 107 of 1998) (NEMA), as amended, NEMA Environmental Impact Assessment Regulations 2014 (GN No. R982 of 4 December 2014, as amended) and all associated integrated environmental management instruments and tools. Understanding of the policy and legislative framework governing environmental management in general and legislative process. Good interpersonal relations, well-developed verbal and written communication skills. The incumbent must have the ability to work independently and, in a team, and work efficiently under pressure without direct supervision. Good administrative, organisational, planning, database development, troubleshooting and management as well as excellent reporting skills is required. Being a registered environmental assessment practitioner

		with the environmental assessment practitioner association of South Africa (EAPASA) will be an added advantage.
<b><u>DUTIES</u></b>	:	Compilation of the annual performance report, quarterly reports, monthly reports and collating the evidence in support of the progress. Compilation of the weekly tracking reports for applications for environmental authorisation, and associated instruments and related queries. Co-ordination and facilitation of an effective and functional on-line application system and the responsibility to ensure updated application forms and associated templates are available. Overall administration, allocation, distribution, dissemination and archiving of all applications for environmental authorisations and related documents. Management of all queries related to the application process and responses thereto. Drafting of standard operating procedures and related operational documents.
<b><u>ENQUIRIES</u></b>	:	Ms Millicent Solomons Tel No: 012 399 9382
<b><u>POST 03/60</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: INTEGRATED ENVIRONMENTAL AUTHORISATIONS REF NO: RC5M04/2023</u></b>
<b><u>SALARY</u></b>	:	R517 725 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized 4-year degree in Environmental Management/Science or Natural Science or equivalent qualification (NQF 8) in a related field coupled with 6 years post qualification experience. EIA Certificate will be an added advantage. Experience in the administration and review of EIA's and the dynamics of EIA's administration systems. Knowledge of the provision of National Environmental Management Act, as amended, in particular S24G and National Environmental Management Waste Act. Knowledge of EIA Regulations, the integrated environmental management and its application. Extensive knowledge of sustainable development ideals and objectives. Applicants must have the following skills: Advance computer skills, Project management skills, report writing skills and good communication skills (written and oral). Applicants must be able to work individually and, in a team, and must have the ability to work under pressure without supervision. Applicants must be willing to travel extensively. A valid Driver's License.
<b><u>DUTIES</u></b>	:	Administer the environmental authorisation system in terms of NEMA and NEMWA, related to all national developments, Review EIA reports and recommendations made by Case Officers, Establish and or maintain relationships with key stakeholders (via monthly or regular meetings or forums), Manage, respond and / or delegate queries from National Stakeholders. Manage, guide and advise Control Environmental Officers and Case officers. Facilitate in pre-application consultations/meetings with National Stakeholders. Administer and review all National Applications. Implement and promote integrated environmental decision making. Develop, implement, maintain and promote the development of decision support processes. Review and /or provide technical input to Appeals Response Reports. Support Regulatory Services with compliance monitoring and enforcement. Participate in environmental monitoring committees (EMC) or environmental liaison committees (ELC) / Authority Committees (AC) for EIA authorisations issued. Respond to PAIA requests, Ministerial and Parliamentary.
<b><u>ENQUIRIES</u></b>	:	Mr V Skosana Tel No: 012 399 9326
<b><u>POST 03/61</u></b>	:	<b><u>SENIOR VETTING INVESTIGATOR REF NO: CMS03/2023</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum, (total package of R689 900 per annum/ conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ National Diploma (NQF6) in Social Science or relevant qualification. A minimum of three (3) years' experience in Vetting and Investigation or related field. Applicants must have completed vetting skills training programme at SSA. Knowledge of Security Vetting policies, General security functions, public services prescripts, fraud and prevention and security vetting investigations. Ability to gather and analyse information. Ability to collect and interpret information and reports. Ability to develop and apply policies. Communication skills (written and spoken), Interpersonal relations, planning and organising, Report writing, leadership, Conflict management and resolution, Decision-making, interviewing and analytical and good report writing skills. Ability to work under extreme pressure. Ability to work independently and in a team. Ability to work long hours voluntarily. Computer

literacy Skills that would include a good working knowledge of Microsoft Office products. Interviewing experience and a valid driver's license.

**DUTIES** : Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines, norms, and standards in vetting investigations. Ensure effective communication between the Department and the State Security Agency (SSA) and other related institutions. Provide effective communication channels and systems between the Department and stakeholders. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Participation in project and task teams dealing with variety of subject areas. Conduct vetting and security related research and development. Compile reports for each subject. Conduct vetting awareness in all DFFE offices.

**ENQUIRIES** : Ms. M Booysen Tel No: (012) 399 8548

**POST 03/62** : **IT SERVER SUPPORT REF NO: CMS02/2023**

**SALARY** : R393 711 per annum (total package of R571 367 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Information Technology (IT) or relevant qualification. A minimum of 3-5 years' experience in server support environment or other related fields. Experience in project management and infrastructure development. Knowledge of IT support services, ITC management legislative frameworks, Desktop management. Knowledge of public service procedures and prescripts, Change Management, financial management, knowledge Management and service Delivery Innovation (SDI). Sound organising and planning skills, good communication skills, good interpersonal relations skills. Problem solving and analysis. Innovative and proactive. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Client orientation and customer focus.

**DUTIES** : Render and administer heterogeneous server environment. Administer server operating systems. Administer server hardware and software support services. Installing and configuring new server hardware and software. Ensure maintenance and performance tuning. Perform routine audits of systems and software. Conduct data backup and recovery management. Provides systems security administration on servers. Maintain operating system updates, patches, and configuration changes.

**ENQUIRIES** Mr L Pulumo Tel No: (012) 399 9725