

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and Environmental, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutspansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 20 February 2023
- NOTE** : Applications must be submitted on signed and initialled New Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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 the underrepresented designated groups in terms of the Department's equity plan. Women and People with disabilities are encouraged to apply and preference will be given to the EE Targets. Correspondence will be limited to shortlisted 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 04/63** : **DEPUTY DIRECTOR: CREDITORS, TRAVEL & SUBSISTENCE REF NO: CFO02/2023**
- SALARY** : R766 584 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) /Bachelor's Degree in Financial Management or equivalent qualification within the related field. A minimum three (3) years' experience in finance at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge of financial management, accounting and/ business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Knowledge of Public Service financial legislative frameworks. 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 asset of the department. Good interpersonal relations; Stakeholder engagement and Supervisory experience.
- DUTIES** : Manage the provision of creditors. Review the Creditors Management reports. Manage implementation of travel and subsistence systems and policies; Review the S&T Management reports; Ensuring that the S&T management report is submitted on time to the Internal Control. Ensure compliance to policy on claims. Compile working papers for the Annual Financial Statements. Manage accruals and payables not recognised and prepayments and advances. Respond to audit queries. Ensure compliance, control, and management of Exception Report. Put systems in place (processes and procedures) that will enable the tracking of each invoice received from the various service providers. Implement mechanism to monitor payments. People management, delegation and empowerment.
- ENQUIRIES** : Mr N Leshabane Tel No: 012 399 9115

POST 04/64 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO03/2023**

SALARY : R393711per annum
CENTRE : Pretoria
REQUIREMENT : National Diploma (NFQ6) /Bachelor's Degree in Logistic Management / Supply Chain Management or equivalent qualification within the related field coupled with a minimum of three (3) years' experience in Acquisition Management. Supervisory experience. Good communication Skills (written and verbal). Good interpersonal relations skills, Skills in policy development and Adequate skills in computer Literacy. Knowledge of Acquisition management, procurement, Public Finance Management Act (PFMA) and Treasury Regulations (TR), and business practices. Knowledge of strategic planning and budgeting. Knowledge Perform in-house training for subordinates. Ability to develop, interpret and apply policies, strategies, and legislation. Ability to control and manage assets of the department, Ability to establish and acquisition management systems and controls. Ability to work long hours voluntarily, Ability to work with difficult persons and to resolve conflict. Ability to gather and analyse information.

DUTIES : Effective and Compliant tender administration to ensure efficient service delivery. Effective tender administration to ensure efficient service delivery (professional services). Administration of all bids and quotations prior to advertisement, and briefing session and bid negotiation. Administration of the Bid Adjudication Committee (BAC) and Bid Evaluation Committees and render a secretariat service to the relevant committees. Monthly reporting on bid register and BAC report. Adequate record keeping of bids. Develop, review, and implement the acquisition management controls and processes. Manage the functional operation of the Sub directorate: Acquisition Management. People management, delegation and empowerment. Administer, design and develop acquisition management processes and procedures. Compile operational acquisition management plan. Manage the execution of the acquisition management plan. Mitigation and implementation of audit recommendations. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Mr H Muthabo Tel No: 012 399 9055

ENQUIRIES :

POST 04/65 : **SENIOR FORESTER: WOODLANDS & INDIGENEOUS FOREST MANAGEMENT REF NO: FOM43/2022 (X5 POSTS)**

SALARY : R331 188 per annum
CENTRE : Eastern Cape
REQUIREMENTS : A National Diploma (NQF 6) or degree in Forestry or Nature Conservation. Further, the applicant should have Knowledge of relevant Acts, such as, NFA, NVFFA, NEMA, NEMBA, Public Services Act, OHS Act, PFMA, Treasury Regulations. Knowledge of the forest and environmental management sector.

DUTIES : The successful incumbent will be responsible for the development and implementation of forest estate plans. Maintenance of hiking trails and day walks. Rehabilitation of degraded forest areas, wetlands and riparian zones. Implementation of the National Forest Act and National Veld & Forest Fire Act. Monitor and record general and Rare, Threatened & Endangered species. Implementation and eradication of invasive alien plants. Implementation of the PCI&S Framework. Manage woodlots associated with Indigenous forests. Participate in the administration of NFA licenses and relevant permits. Conduct environmental awareness. Promote indigenous tree planting. Implementation of Participatory Forest Management. Facilitate the maintenance of office buildings, stores, gardens, staff houses, ablution facilities. Maintenance of forest boundary beacons, fences, and significant sights. Develop and implement the security plan for the forest estate. Conduct forest patrols to enforce applicable legislations. Staff supervision.

ENQUIRIES :

Mr S Mbandezi Tel No: 040 492 0085