

DEPARTMENT OF, FORESTRY, FISHERIES AND ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

MANAGEMENT ECHELON

<u>POST 16/38</u>	:	<u>CHIEF DIRECTOR: INTERNATIONAL GOVERNANCE AND RESOURCE MOBILIZATION REF NO: CCAQ04/2023</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Natural or Physical Sciences, Environmental Development Planning or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Extensive knowledge of international relations and bilateral and multilateral finance and governance with specific focus on environment and sustainable development. Ability to manage and plan for activities, including projects and policy matters. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Stakeholder engagement; Negotiation skills; Public Relations; Research skills. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	Manage and coordinate international governance relations, African, bilateral and multilateral cooperation, and related resource mobilisation. Manage policy research, stakeholder consultation, lobbying and negotiations on African, Bilateral (North-South and South-South) and multilateral environmental and Sustainable Development engagements including trade and environment related programmes. Manage and coordinate the monitoring, evaluation, and reporting on implementation of environmental and sustainable development programmes and projects resourced from multi-lateral and bilateral sources. Manage technical and administrative support on the implementation of the Greening Programme nationally, flagship projects coordinate sector green economy action. Provide international relations support services. Manage the provision of a Departmental international focal point administration, international cooperation communication and information management and dissemination services.
<u>ENQUERIES</u>	:	Ms P Diphaha Tel No: 012 399 9602
<u>APPLICATIONS</u>	:	Must be submitted 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. 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
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>NOTE</u>	:	Application 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 the 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 & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 performance agreement and 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.

- CLOSING DATE** : 12 June 2023
- POST 16/39** : **CHIEF DIRECTOR: INTERNATIONAL CLIMATE CHANGE RELATIONS & REPORTING REF NO: CCAQ05/2023**
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification in Environmental Management or Development Planning or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Experience and knowledge in climate change policy development and an awareness of SA and government's priorities in this regard. Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards mitigation and adaptation to climate change. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills; Stakeholder engagement; Negotiation skills; Public Relations; Research skills. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Ability to work under pressure and long hours (delete). Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Manage, coordinate and lead research for the preparation, formulation, and approval of South African positions on climate change related multi-lateral and cooperation agreements including the lobbying thereof. Manage, coordinate, and lead the negotiations of approved South African positions on climate change in various related multilateral and bilateral fora. Manage and coordinate the implementation of UNFCCC decisions and the reporting thereof.
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CLOSING DATE

: 12 June 2023

POST 16/40

: **DIRECTOR: PUBLIC ENTITY SUPPORT AND PERFORMANCE REF NO:
ODG /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
REQUIREMENT**

: Pretoria
: An Undergraduate in Business Administration/Bachelor of Law or equivalent qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience in Public Management at a middle/senior managerial level preferably in an institutional governance or entity oversight environment. Public entity governance processes and procedures. Knowledge of The King (I, II, III & IV) reports and codes on good governance principles, Law/Legal Studies, General research methodology, Monitoring and evaluation systems and tools, PFMA and Financial Management, Corporate Governance Protocol, Government Planning Process, Monitoring and Evaluation Process. Skills, Financial Management, Coordination, Organisational and planning, Communication & stakeholder liaison (written and spoken), Decision-making, Report writing, Project management and People management and empowerment. Personal attributes: Innovative and proactive. Ability to work long hours, Ability to gather and analyse information, Proven leadership skills, Ability to develop and apply policies, Ability to work independently and in a team, Ability to lead multidisciplinary team, Good interpersonal relations skills,

DUTIES

: Ability to work under extreme pressure and Conflict management. Successful completion of the Public Service Senior Management Leadership Programme.
: Provide corporate governance support to the Department and the Executive Authority on matters relating to Public Entities oversight. Develop, monitor implementation, and review corporate governance framework/agreement between Minister and Board of Directors of Entities. Provide strategic support for the development, review, monitoring and reporting of Public Entities five-year corporate strategy and Annual performance plans. Manage the development of the Remuneration Framework for Public Entities Board of Directors. Provide corporate governance advice to executive management and the Shareholder regarding entity matters. Conduct bi-annual governance engagements with Public Entity Board Secretaries.

**ENQUIRIES
APPLICATIONS**

: Ms Z Maistry Tel No: 012 399 9117
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CLOSING DATE

: 12 June 2023

OTHER POSTS

POST 16/41 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COASTAL CLIMATE CHANGE RESPONSE REF NO: OC14/2023**

SALARY : R554 490 per annum

CENTRE : Cape Town

REQUIREMENTS : A four-year Degree (NQF8) or equivalent qualification in Environmental Management/Sciences or equivalent qualification in related field plus six years post qualification experience in a relevant environment. Appropriate experience in the field of coastal or environmental management. Knowledge and understanding of the Climate Change National Adaptation Strategy (NAS). Understanding of the Geographic information System (GIS) and environmental related Decision Support System. Knowledge and understanding of Microsoft windows, information management, electronic documentation and digital system. Knowledge of the Integrated Coastal Management Act. Knowledge of successive drafts of the National Environmental Management: Climate Change Bill. Knowledge of integrated coastal management processes and principles. Understanding of the importance of awareness, education, empowerment and training fields e.g. ABET and NQF. Understanding of ARCGIS Applications and/or any other software licenses. Understanding of Remote Sensing, its applications, and modelling. Understanding of Project Management aspects to deal with the Coastal and Marine Management climate change programme. Knowledge and understanding of Coastal Ecology or ecosystems. Knowledge of Public Service and Departmental Procedures and Prescripts. Knowledge of Intergovernmental relations within the sphere of government. Knowledge of government Administration and Financial procedures. Ability to interpret & apply policies. The ability to independently analyze and solve problems through innovative thinking and conflict management techniques. Possession of strong analytical, administrative, communication (both verbal and written), project management, conflict management, financial management and negotiation skills. High proficiency in computer skills. Strong leadership skills. Possession of a valid driver's license.

DUTIES : Develop coastal hazards assessments and adaptation sector plan Undertake the risk and vulnerability assessment of the South African coastline and provide technical support to local government and provinces. Develop the National Coastal Adaptation Response Plan for South Africa and support the implementation of priority interventions. Coordination of coastal climate Change initiatives and alignment with the National Adaptation Strategy. Establish the coastal climate change advisory, technical and stakeholder working groups and provide secretariat role to managing and implementing actions. Facilitate and prioritise the working group meetings and participate in platforms that provide for shared lesson, information and knowledge exchange. Coordinate, manage and lead donor funded initiatives supporting coastal and marine programme (National, Regional and International). Develop a resource mobilisation strategy for coastal climate initiatives in South Africa to support the implementation of priority interventions based on funding opportunities from donors. Participate and attend to national, regional, and international platforms that support adaptation and mitigations on coastal and marine initiatives. Ensure the implementation and Mainstreaming of Coastal Climate Change products within local government or municipalities. Facilitate training, education, and empowerment programme to support local government in decision making process on products developed for coastal climate change. Engage, provide awareness sessions to empower local government or municipalities on mainstreaming climate change tools in the Integrated coastal management act into land use decision making process. Facilitate livelihood programme on coastal climate change through the establishment of Special Management Areas and/or other locally managed areas initiatives. Explore community livelihood projects from an adaptation or mitigations perspective for community beneficiation to support the special management programme in South Africa. Initiate partnership with management authorities and other entities to implement stewardship programmes that seeks to support community-based adaptation projects.

ENQUIRIES : Mr P. Khati Tel No: 021 493 7042

APPLICATIONS : Must be submitted 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.

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CLOSING DATE

: 29 May 2023

POST 16/42

: **CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE ADAPTATION- NATURAL RESOURCES SECTORS REF NO: CCAQ/2023**

**SALARY
CENTRE**

: R554 490 per annum
: Pretoria

REQUIREMENTS

: A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Knowledge of environmental, international governance and development issues (globally, regionally, locally). Knowledge of Climate Change and environmental management and related policies. Knowledge of Financial Management and associated prescripts. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the budget. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for interns. Skills & Competencies: Policy formulation; Negotiation skills; Computer literate; Presentation skills; Good interpersonal relations and diplomatic skills; Relationship Management; Stakeholder engagement; Public Relations; Research; Programme and Project Management; Change

Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment and Client Orientation and Customer Focus. Personal Attributes Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Coordination and planning ability. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES

: Support the coordination on the implementation of national climate change adaptation strategy. Ensure efficient and aligned policy and strategy development for climate change adaptation within the various sectors. Liaise and influence natural resources sectors to develop sectoral climate change response strategies. Support the natural resources sectors through technical guidance and facilitating access to climate funds coordinated by the Department. Support sectors to develop and review their sectoral strategies and plans. Support sectors in conceptualizing and implementation of climate change adaptation programmes and projects. Facilitate and coordinate the process of determining the national vulnerability to climate change and SA's adaptive capacity, including working with the science community, national departments, provincial and local government. Establish guidelines/ systems/policies for the integration of climate change issues into planning at all levels of government, and within key natural resources sectors. Coordinate the partnership with the South African Weather Service, relevant authorities and stakeholders in developing, reviewing and implementing the National Framework for Climate Services.

ENQUIRIES

: Mr. S Mbanjwa Tel No: (012) 399 9175

APPLICATIONS

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this position will be subjected to a security clearance, the signing of performance agreement and 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.

- CLOSING DATE** : 29 May 2023
- POST 16/43** : **ASSISTANT DIRECTOR: IT NETWORK SUPPORT REF NO: CMS21/2023**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Information Technology (IT) or relevant qualification. A minimum of three (3) years' experience in the maintenance of the IT Network Infrastructure or related fields. Knowledge of project and strategic management. Knowledge of Information Technology. 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** : Optimise and manage IT Network Infrastructure. Manage IT LAN environment. Perform IT Network infrastructure health checks. Manage VPN Infrastructure. Manage Wireless Infrastructure. Administer and ensure availability of IT infrastructure services. Manage and maintain regional offices Dataline infrastructure. Perform Network infrastructure Patch Management. Ensure Audit Compliance.
- ENQUIRIES** : Mr L Pulumo Tel No: (012) 399 9725
- APPLICATIONS** : Must be submitted 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.
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- FOR ATTENTION** : Human Resource Management
- NOTE** : Application 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 the 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 & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will

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- CLOSING DATE** : 29 May 2023
- POST 16/44** : **ASSISTANT DIRECTOR: IT SECURITY SUPPORT REF NO: CMS22/2023**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Information Technology (IT) or relevant qualification. A minimum of three (3) years' experience in managing and maintaining IT Security. Knowledge of project and strategic management. Knowledge of Information Technology. 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** : Maintain ICT Security Infrastructure. Conduct IT risk management. Compile risk mitigation plan for all relevant offices and report implementation progress to stakeholders. Ensure Audit Compliance. Implement audit recommendations. Minimise/reduce the number of audit findings. Conduct research trends in IT Security. Administration of IT Security Functional Environment. Review the IT Security Incident Response Plan. Develop and implement plan to mitigate identified vulnerabilities.
- ENQUIRIES** : Mr L Pulumo Tel No: (012) 399 9725
- APPLICATIONS** : Must be submitted 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.
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available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 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.

- CLOSING DATE** : 29 May 2023
- POST 16/45** : **ASSISTANT DIRECTOR: SYSTEM DEVELOPMENT AND MAINTENANCE
REF NO: CMS15/2023**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Information Technology or equivalent qualification in the related field. A minimum of three (3) years' experience in a software development. Extensive experience in Microsoft Dynamics 365. Knowledge of Microsoft SQL server and geographical information systems. Understanding of IT infrastructure maintenance (Network connections). Knowledge of project management systems and database administration. Proficiency in Helpdesk support requirements, procedures and technologies. Ability to gather and analyse information. Supervision and management skills. Analytical change and statistical. Problem-solving and conflict management. Excellent communications skills (written and verbal). Ability to work under extreme pressure.
- DUTIES** : Ensure percentage system is available and accessible. Provide effective and efficient IT infrastructure. Maintain EPMS development plan. Perform iterative development and testing. Manage systems maintenance, apply patches for operating systems, information management systems, and all other essential software components. Manage systems management and project support. Develop sporadic systems and analysis. Provide support towards sporadic support. Map branch projects and base statistics, compile branch map and production standard project reports. Manage a change project plan. Maintain on target change project plan.
- ENQUIRIES** : Mr. NH Masha Tel No: 012 399 9483
APPLICATIONS : Must be submitted 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.
 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
- FOR ATTENTION** : Human Resource Management
NOTE : Application 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 the 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 & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 performance agreement and 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.

- CLOSING DATE** : 29 May 2023
- POST 16/46** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION FOM26/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Pretoria
: Appropriate National Diploma / Degree (NQF6) in Public Administration or equivalent qualification within related field. 3-5 Years' experience in administration/management and coordination. Knowledge of Departmental or government policies, procedures and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Good command of written and oral English and any other official language. Strategic coordination/ planning. Organisation performance management. Project management. Analytical thinking. Attention to detail. Advanced level of computer literacy- skilled and confident user in Microsoft Office. Interpersonal skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.
- DUTIES** : Provide strategic planning and reporting support. Provide support on the consolidation of inputs from components into the branch Business plan. Coordination of Branch Calendar events. Provide support in the coordination of parliamentary questions and queries, as well as stakeholder engagements. Liaise with other departments for Clusters, MINMEC, MINTEC, Working Groups, etc. Provide budget and procurement administration support. Coordinate the processing of all logistical documentation in the ODDG. Collate expenditure and financial reports. Provide support with the compilation of the annual budget of the Branch. Provide support on the consolidation of inputs for the procurement plan from components. Ensure compliance in document management in the office of the DDG. Ensure that the strategic plan is compiled as per the legislative frameworks. Monitor and report on the implementation of Strategic and Business plans. Monitor implementation of DDG Lekgotla decisions. Manage the coordination and Consolidation of monthly, quarterly, bi-annual and annual, oversight reports.
- ENQUIRIES APPLICATIONS** : Ms. Nontokozi Sibiyi Tel No: 012 309 5721
: must be submitted 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.
- FOR ATTENTION** : Human Resources Management

- 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 the 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 & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 performance agreement and 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.
- CLOSING DATE** : 29 May 2023
- POST 16/47** : **PROVINCIAL PROJECT ADMINISTRATOR: PROGRAMME IMPLEMENTATION COASTAL REF NO: EP09/2023 (X2 POSTS)**
- SALARY** : R359 517 per annum, (all-inclusive remuneration package of R495 506 per annum)
- CENTR REQUIREMENTS** : Western Cape-Rondebosch
: National Diploma NQF 6 / Degree (NQF 6) in Public Management/Administration or equivalent qualification. A minimum of three (3) years' experience in the relevant field. Knowledge in procurement procedures, project management, logistics management. Good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills, Decision-making skills and report writing skill. ability to work individually and in a team, ability to work under pressure and ability to work long hours voluntarily and a valid Driver's Licence.
- DUTIES** : Provide administration of the project and training reporting requirements. Prepare, review, and keep records of projects eligible for monthly reporting. Administer application of penalties and or sanctions in respect of annual and completion reports. Administration of the Project and training inspections, skills audits, and meetings. Prepare quarterly training and project inspections schedules and communicate with implementers. Provide administrative support to the provincial office. Provide logistical arrangements. Administration of project and training contract documents. Obtain duly signed contract documents for training and projects from head office.
- ENQUIRIES APPLICATIONS** : Mr. N Ngcobo Tel No: 012 441 2749
: must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to:

**FOR ATTENTION
NOTE**

Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

: Human Resources Management
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CLOSING DATE

: 29 May 2023

POST 16/48

: **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM25/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum
: Eastern Cape (Bhisho)
: Degree/National Diploma (NQF6) in Forestry/Development or relevant equivalent qualification within related field with a minimum of two (2) years' experience in forestry development and forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.

DUTIES

: implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on the importance of greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisations (NGO's) and private sector individuals, communities, and other forestry sector role players to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the

implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the establishment and licensing of legal entities. Collect information, update, and monitor forestry projects database in greening, afforestation, forestry development initiatives, livelihood projects and opportunities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry Policies. Provide general administration support services.

**ENQUIRIES
APPLICATIONS**

: Mr MD Mtati Tel No: (040) 492 0213, Cell No: 060 973 8114
 : Must be submitted 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.
 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
 Human Resource Management

**FOR ATTENTION
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CLOSING DATE

: 29 May 2023

POST 16/49

: **FORESTRY FOREMAN REF NO: FOM27/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R171 537 per annum
 : Bloemhof (North West)
 : An ABET Level 4 or equivalent qualification coupled with 1 years' experience. Knowledge of harvesting methods, record keeping, and Supervisory. Sound organising and planning skills. Knowledge of operating a computer. Good communication (written and verbal), interpersonal, problem solving and

numerical skills. Ability to work with difficult people. Responsible and loyal. Honest and reliable. Ability to work under pressure. Ability to work with limited supervision. A valid driver's license.

DUTIES

: Conduct production activities in line with the operational plans. Allocate task to laborers as per production sheet. Check seedlings and plants for pests and diseases. Ensure harvesting activities. Prepare fire breaks. Oversee the maintenance of the nursery, plantation, and woodlots. Weed control. Watering and fertilising the plants. Render general support functions. Conduct stocktaking. Provide training and development to staff.

ENQUIRIES

: Ms. Nonzame Gobodwana Tel No: 053 927 0843 (North West)

APPLICATIONS

: must be submitted 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.

FOR ATTENTION

: Human Resources Management

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