

**DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT**

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

- 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 Resource Management.
- CLOSING DATE** : 10 July 2023
- 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. 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 21/33** : **DEPUTY DIRECTOR: BUDGET PLANNING AND REPORTING REF NO: CFO28/2023**
- SALARY** : R811 560 per annum, an all-inclusive annual remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/ National Diploma (NQF6) in Financial Management or equivalent qualification within the related field. A minimum of three (3) years' relevant experience in Financial Management which should be at the 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 Government Budgeting Process and timelines. Knowledge of strategic planning and budgeting; Knowledge of Financial management; accounting; Costs accounting and risk management. Knowledge of Public Finance Management Act and other Public Service financial legislative frameworks. Good interpersonal relations and Stakeholder engagement; Ability to gather and analyse information. Ability to develop and apply policies; ability to work individually and in team. Ability to work with difficult persons and to resolve conflict. Ability to work long hours voluntarily.
- DUTIES** : Compile IYM reports (Section 40(4)c) to National Treasury. Prepare Presentations and Management Accounts report on expenditure to Minister and Management. Ensure submission of reports on donor funding expenditure to management. Ensure proper functioning of BAS and alignment with other systems. Create and activate code structure on BAS at the beginning of the financial year. Assisting with the compilation MTEF/ENE/AENE budget process. Overseeing the capturing of budget in line with the ENE and AENE within timelines. Control departmental cash flow by compiling yearly and monthly cashflows. Monitor expenditure to ensure alignment with approved cash flow. Prepare requests to National Treasury to adjust cash flow projection. Liaising with Branches on projections and expenditure on a weekly basis and making recommendations on management of expenditure. Ensure correct

vesting of expenditure for departmental appropriated and donor funds and make corrections to correct cost centres monthly. Monitor compliance with PFMA and Treasury Regulations prescripts on expenditure. Development and management of staff.

**ENQUIRIES** : Ms. D Malibe Tel No: (012) 399 9416

**POST 21/34** : **DEPUTY DIRECTOR: PROJECT MONITORING & EVALUATION, SOCIAL AND ENVIRONMENT RISK REF NO: (BC12/2023)**  
Contract ending 30 September 2024

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum, an all-inclusive annual remuneration package  
: Pretoria  
: Bachelor's Degree/ National Diploma (NQF 6) in Environmental Sciences / Project Management or equivalent relevant qualification. A minimum of three (3) years' experience in Project Management; Project Monitoring and Evaluation; Social and Environmental Risk Management/Safeguards for donor funded projects which should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Procurement and Financial procedures; Experience in Departmental/United Nations procedures and prescripts; Document management and Administration fields. Provided technical leadership and support to multi-stakeholder type projects through working groups, task teams and experts implementing a project, including reviewing of reports, conducting necessary meetings, workshops, and field visits to support progress and guarantee the quality of work. Led the development and implementation of Project M&E Framework in multi-stakeholder type projects. Led problem solving and backstopping of project work streams considering Social and Environmental Risk Management; Skills required: Team player and leader in multi-stakeholder type projects. Verbal and Written communication skills to engage in relevant dialogues to promote the project. Innovative Knowledge Management Capabilities in projects. Passion driven, Proactive; People centric, Integrity, and Performance driven with the ability to work under pressure and long hours.

**DUTIES** : Work closely with the National Project manager to coordinate the implementation of various project elements and related activities in compliance with Departmental, UNDP and GEF policies, regulations, and procedures. Work closely with the Project manager to coordinate and oversee preparation of the substantive and operational reports with project partners from the project. Working with the National Project Manager, contribute to the proper management of funds according to UNDP requirements, and budget planning and control. Ensure compliance of the project by providing regular information to the UNDP corporate systems (ATLAS, Transparency Dashboard, Sharepoint, ATLAS Risk Log, Results Orientated Annual Reporting (ROAR) processes, PIMS+. Work closely with the Project manager to implement the project's monitoring and evaluation matrix. Conduct Social and environment risk management during the project implementation in compliance with all UNDP and GEF policies, regulations, and procedures i.e., development of relevant safeguards. Develop quarterly reports on the implementation of project safeguards. Provide support to the development of information management tools to ensure project sustainability. Identify innovative methods to create and disseminate outputs from the implementation of the knowledge management strategy. Monitor and evaluate the implementation of the knowledge management strategy in an integrated manner with project partners. Work with the Project Manager to create strategic alliances with other partners for project sustainability.

**ENQUIRIES** : Ms P Naicker Tel No: (012) 399 9616; Cell: 082 7090 619

**POST 21/35** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CMS37/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum, an all-inclusive annual remuneration package  
: Pretoria  
: Degree / National Diploma (NQF level 6) in Management Services / Operations Management / Industrial Psychology or relevant qualification. A minimum of 3 years' experience in organizational development which should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of organizational development principles and procedures. Strategic planning management. Understanding of Organizational Development

		legislative frameworks and relevant regulatory prescripts. Knowledge of job evaluation grading system and job evaluation process. Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations. Ability to develop and apply policies. Project and change management. Operational Management framework and business process mapping. Ability to gather and analyse information. Sound research, analytical, organising, planning and presentation skills. Good communication (verbal and written) and interpersonal skills. Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Manage organizational structure alignment process and maintenance of the establishment thereof. Facilitate the review and approval of the organisational structure. Ensure the alignment between the organisational structure and strategic plan. F. Provide advice on organizational structure processes. Conduct research and study all relevant statutory documents to inform amendments on the structure. Manage and monitor the job evaluation and job descriptions. Develop JE plan and prioritize posts (vacant, newly created). Facilitate the appointment and training of JE panel members. Manage the JE and Job Descriptions database. Facilitate the development of job descriptions. Facilitate the development of job descriptions. Research, interviews, and benchmarking with other Departments on OD related matters. Manage the mapping of business processes for all services. Develop standard operating procedures for all services. Facilitate and coordinate the change management interventions in line with OD investigations. Facilitate change management workshops for all affected stakeholders. Facilitate the migration, matching and placing of staff as a result of structural changes.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mphahlele Tel No: (012) 399 8876
<b><u>POST 21/36</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: ENFORCEMENT-CRIMINAL INVESTIGATIONS REF NO: RCSM15/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R554 490 per annum, (OSD) Western Cape A four-year (4) year degree in Environmental Management/Science or equivalent qualification (NQF 8) in a related field coupled with 6 years post qualification experience. Understand the environmental compliance and enforcement legal framework as well as the Constitutional arrangements governing environmental enforcement related activities. Knowledge of the Criminal Procedures Act and undertaking criminal investigations when it comes to environmental cases. Knowledge of environmental policies, legislation, international instruments, civil procedures, criminal procedures, constitutional law and administrative law. Knowledge of the criminal justice system and experience in integrating law and science will be an added advantage. Understanding of environmental compliance and enforcement management systems. Good legal drafting, investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of inter-Governmental relations and co-operative governance. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. A service-oriented approach and the ability to work efficiently and effectively under pressure. A meticulous approach and inclination to pay attention to detail. Completion of the Environmental Management Inspectors (EMI) course will be an added advantage. Ability to work well independently and within a team. The candidate must have a valid driver's license as will be expected to travel extensively.
<b><u>DUTIES</u></b>	:	Undertake investigations in relation to offences committed under environmental legislation with the view to issue administrative enforcement notices and/ or undertake criminal investigations. Strategic understanding of environmental crime and knowledge of the respective environmental legal provisions which are applicable. Carry out the function of the Environmental Management Inspector (EMI) by enforcing compliance with environmental legislation and Authorisations issued under such legislation. Promote and build national enforcement capacity in relation to criminal investigations. Establish and maintain appropriate internal controls and reporting systems. Resolve complex problems relating to the applicability of legislative provisions, the approach, and instruments to be used when initiating enforcement action and to facilitate co-operative governance when it comes to dealing with environmental crime. Communicate with complainants; transgressors as well as various stakeholders that assist with law enforcement (e.g., NPA, SAPS, other spheres of government).

**ENQUIRIES** : Mr G Walters Tel No: (012) 399 9460

**POST 21/37** : **SENIOR OCCUPATIONAL HEALTH AND SAFETY REF NO:CMS38/2023**

**SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Environmental Health / Safety Management/Occupational Health and Safety or relevant qualification. A minimum of two (2) years' experience in Occupational Health and Safety or related field. A registration with one of the OHS related professional associations. In possession of a SAMTRAC certificate or equivalent qualification. Knowledge of Occupational Health Act 85 of 1993 and National Building Regulations. Understanding of project management. Ability to gather and analyse information. Knowledge of supply chain management legislation and financial legislative framework. Client orientation and customer focus. Skills required: Good communication (verbal and written), organising, planning and interpersonal. Problem solving and analytical skills. Computer software packages and efficient use of associated hardware. Ability to work under extreme pressure.

**DUTIES** : Conduct safety inspections and enforce OHS regulations within departmental facilities. Compile reports to provide recommendations for injury/illness prevention and corrective action to be taken and ensure that health and safety representatives keep safety files that are updated and maintained. Conduct presentations on OHS matters or ensure visibility through conducting workshops /inductions, Compile and maintain safety-related records, registers, and statistics and provide regular reporting, Coordinate emergency evacuation drill and assist in emergency preparedness of the workplace, Conducts risk assessments to evaluate the environment, processes, and departmental equipment to identify potential health risks to employees and as identified to meet legislative requirements, Advise on occupational health and safety aspects in the planning and execution of Departmental events, Coordinate Regional OHS quarterly meetings and facilitate the appointment of statutory appointees, Establish a high personal standard of service and performance by actively participating in other duties as assigned, Investigate workplace OHS incidents, Ensure inspection documentation is updated and maintained.

**ENQUIRIES** : Ms. P Sithole Tel No: 012 399 8789

**POST 21/38** : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO:CMS39/2023**

**SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Management Services/ Operations Management/Industrial Psychology or relevant equivalent qualifications. A minimum of two (2) years' experience in Organisational Development. Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Skills: Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours voluntarily, gather, analyse information develop and apply policies. Be able to work individually and in team and to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Certification of PERSAL introduction and Job Evaluation (EVALUATE) system will be an added advantage.

**DUTIES** : Provide support on organizational development investigation. Receive and acknowledge request for structural changes and development. Conduct preliminary analysis on existing functions. Coordinate discussion meetings with stakeholders. Conduct job evaluation and compile job descriptions. Advise managers on the development and review of job descriptions. Provide support and gather information for the job content. Align job purpose and KPA's with the business plans. Maintain job description database and provide statistic when required. Conduct JE investigation, general grading reports. Present results to the JE panel. Provide support for business process mapping. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in

line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation changes.

**ENQUIRIES** : Ms Z Mahotle Tel No: (012) 399 8581

**POST 21/39** : **SENIOR LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS REF NO: CMS35/2023**

**SALARY** : R359 517 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma (NQF6) in Labour Relations or relevant qualification within the related field. A minimum of two (2) years' experience in labour relations or related field. Shortlisted candidates must be in possession of PERSAL introduction certificate. Knowledge of disciplinary code and procedures; grievance; mediation and arbitration procedures. Public Service legislation and resolutions. Ability to analyse and gather information. Programme and project management. Conflict resolution. Skills required: Good communication (written and verbal), sound organising and planning, and coordination. Good interpretation and application of legislation and policies. Computer literacy. The ability to work under pressure and long hours.

**DUTIES** : Handle misconduct cases. Conduct investigations and compile reports. Facilitate grievance procedures. Investigate grievances received and identify findings and recommendations on conclusion. Provide advice and development on labour relations matters. Handle dispute cases effectively. Facilitate the resolution of disputes. Provide Collective Bargaining Support and General Support on compliance for reporting to stakeholders. Represent the Department at the Departmental Bargaining Chamber (DBC). Communicate Monthly reports to Branches. Ensure that all grievance, misconduct, and dispute cases are captured on PERSAL. Update and manage database.

**ENQUIRIES** : Mr L Motsepe Tel No: (012) 399 8681 / 071 608 6012