

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 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.
Cape Town/Eastern Cape/KwaZulu Natal: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 07 August 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. 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 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.
ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular dated 30 June 2023. The enquiry contact details for the post of (1) Estate Manager: Commercial Forestry (FOM30/2023), has been amended as follows: Mr. S Klaas Tel No: (040) 492 0090. The reference number and the enquiry contact details for the post of (2) Senior Forester: Commercial Forestry Ref No: (FOM32/2023), has been amended as follows: Ref No FOM31/2023 and the enquiry contact details: Mr. S Klaas Tel No: (040) 492 0090. The closing date has been extended to 31 July 2023.

OTHER POSTS

- POST 24/38** : **PROJECT MANAGER: GLOBAL ENVIRONMENT FACILITY 7 AIS**
PROJECT REF NO: BC14/2023
(Five 5 Year-Contract)
- SALARY** : R958 824 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree/National Diploma (NQ6) in Natural or Environmental Sciences/ Project Management or relevant equivalent qualification. A minimum of three (3) years' experience required in relevant field of which three (3) of them should be at entry managerial level (Assistant Director Level or equivalent). Knowledge and experience with Global Environment Facility (GEF) policies and procedures including logframes and similar project planning tools. Proven experience and knowledge in national / international project / programme management and implementation. Sound knowledge of scientific principles governing biodiversity management. Experience in the monitoring and evaluation of internationally funded projects. Knowledge in general government administrative, financial and procurement procedures and processes. Skills: Computer Literacy skills. Sound experience in report writing. Coordination and liaison skills. Organisational and planning. Communication skills (written and spoken). Programme and Project Management. Ability to manage budgets. Decision-making skills. Personal Attribute: Innovative and proactive. Ability to

work long hours voluntarily. Ability to gather and analyse information and reports. Proven leadership skills. Ability to work independently and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Willingness and ability to travel frequently within South Africa and to relevant countries.

DUTIES : Provide strategic leadership to the project team and act as the national representative of the project at regional and international levels. Coordinate effective communication with project implementing partners and other stakeholders at national and international level. Organize, conduct and participate in Project Steering Committee and Technical Working Group (TWG) meetings as well as workshops. Serve as secretariat and provide support to the PSC and TWG in coordinating project implementation. Maintain electronic records of all project outputs and communications. Monitor and evaluate progress of the project, including the financial and budgetary status of the national components of the project. Ensure that the project is executed in accordance with relevant GEF and in-country requirements. Issue approval and endorsing of financial and procurement documentation of the national components of the project. Review monthly project updates, identify risks, and proactively mitigate potential issues. Prepare technical and financial reports. Facilitate the delivery and reporting co-finance contributions for implementation of project components.

ENQUIRIES : Mr BS Kgope Tel No: (012) 399 9165

POST 24/39 : **DEPUTY DIRECTOR: ELECTRONIC DOCUMENT MANAGEMENT SYSTEM
REF NO: CMS12/2023**
Re-Advertisement. Applicants who previously applied are encouraged to re-apply

SALARY : R811 560 per annum, (all inclusive package)

CENTRE : Pretoria

REQUIREMENTS : Degree / National Diploma (NQF6) in Information Technology or equivalent qualification in a related field. A minimum of three (3) years' experience in IT of which three (3) of them should be at entry managerial level (Assistant Director Level or equivalent). Extensive hands-on experience working with Enterprise Content Management (ECM) solutions (OpenText Livelink/Content Server solution) or related. Sound knowledge of Content Management systems and processes. ICT management legislative frameworks. Testing skills for customized workflows. Training and administrative Skills. Project and knowledge management. Ability to develop / implement policies and guidelines. Enterprise Architecture. Reliable and innovative. Strong communication, interpersonal relation, planning, decision making and liaison skills. Ability to work under pressure and long hours.

DUTIES : Manage all content on the Departmental Electronic Document Management System, including the design and management of Workflows for the Department. Design and management of Workflows and Forms for the Department. Analyse Departmental Business Processes. Design the workflow using the OpenText Livelink/Content Server workflow Map Painter. Test the workflow according to the specification. Facilitate workshops with relevant users. Develop EDMS policies and implement the workflow in production. Manage all modules on the EDMS system. Identify system inconsistencies and corrective measures. Manage and monitor the content of the system. Maintain a consistent look and feel throughout the EDMS web interface. Ensure all application content is updated. Manage the EDMS Helpdesk. Resolve all the Helpdesk escalated calls. Review the performance of the Helpdesk Team. Empower the Helpdesk through training on newly implemented processes. Ensure Effective Planning and Reporting of the EDMS system. Generate monthly reports on user training sessions conducted. Generate monthly reports on EDMS compliance. Implement new initiatives on improved system functionality. Manage and update training manuals to include current functionality. Ensure training environment is available and up to date. EDMS Training for all SMS members. Training of all SMS members. Creation of workflow maps. Creation of folder structure.

ENQUIRIES : Ms N Dlamini Tel No: (012) 399 8725

POST 24/40 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: LOCAL GOVERNMENT SUPPORT REF NO: EP10/2022**

SALARY : R554 490 per annum
CENTRE : Vhembe District Municipality
REQUIREMENTS : Four (4) year bachelor's degree (NQF8) in Environmental Management/ Environmental Sciences/ or equivalent qualification in a related field coupled with six (6) years post qualification experience in the related field. Training in project management. Relevant experience in community facilitation and development; government planning processes (especial Local Government planning) and spatial planning, interacting with provincial and local authorities. In-depth knowledge of environmental legislations and their application, project management, intergovernmental relations, Expanded Public Works. The following skills will serve as recommendations, computer literacy, good verbal and written communication skills, interpersonal, coordination and stakeholder management, organizational, communication, facilitation and a good understanding of government planning processes. A valid driver's license.

DUTIES : Support all departmental programmes/activities aimed for the municipalities. Support Environmental Planning/ Management in the municipalities: Facilitate the development of environmental sector plans in the municipalities. Advise the municipalities on municipal mandates in line with different environmental legislations and their application. Facilitate & coordinate environmental capacity building initiatives: Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate. Facilitate capacity building initiatives for the municipalities. Support municipal planning process and forums/ structures. Participate in the municipal planning processes such as Integrated Development Planning, District Development Model and ensure the integration of environmental priorities. Support the implementation of Sector Expanded Public Works Programmes. Support the project identification, planning, implementation and monitoring and evaluation. Facilitate Environmental Sector District Development Model. Facilitate stakeholder engagement in projects.

ENQUIRIES : Mr L Dombo Tel No: (012) 399 9937

POST 24/41 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: LICENSING REF NO: CWM05/2023 (X2 POSTS)**

Re-Advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered.

SALARY : R451 587 per annum
CENTRE : Pretoria
REQUIREMENTS : Honours degree (NQF8) in Environmental Management/Science or relevant qualification as recognised by SAQA, plus a minimum of three (3) years working experience in the field of environmental management; preferably pollution and hazardous waste management. Must understand the policy and legislative framework governing pollution and waste management. Experience in Environmental Impact Assessment and Project Management is crucial. Report writing skills, good interpersonal relations skills, well-developed communications skills, analytical thinking, interrogation of technical reports, business/scientific writing skills, and basic computer skills. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. A valid Driver's license and willingness to travel.

DUTIES : Process (drafting decisions) applications for the decision making for Waste Management License applications. Process WML associated applications such as S24G applications, variations, renewals, transfers, surrenders, exemptions, and exclusions. To arrange and conduct WML reviews. Review audit reports of waste management facilities and provide support for improvements. Respond to any technical inquiries pertaining to authorization of waste management facilities. Assist in the development of guidelines for the management and operation of waste management facilities. Provide support to provinces on waste management facilities licensing. Support the development and implementation of an efficient and effective administrative system for the authorization process. Support the development and maintenance of a register of waste management facilities. Project Management in terms of legislated timeframes. Liaise with stakeholders pertaining to waste management licensing matters, including participation in Environmental Management

		Committees. Arrange and participate in skills development training and awareness programmes. Respond to appeals and PAIA requests.
<u>ENQUIRIES</u>	:	Mr M Phaladi Tel No: (012) 399 9852
<u>POST 24/42</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM30/2023</u>
<u>SALARY</u>	:	R451 587 per annum
<u>CENTRE</u>	:	Cape Town (Sea Point)
<u>REQUIREMENTS</u>	:	Honours Degree (NQF Level 8) in Environmental Management/ Natural Science/ Environmental Sciences or relevant and equivalent qualification as recognised by SAQA. Three (3) years' experience in environmental management and monitoring. Knowledge of the Marine Living Resources Act and other legislation related to aquaculture. Experience and knowledge of environmental management principles and processes, environmental monitoring and compliance and data analysis. Understanding of Environmental Impact Assessment for aquaculture, administrative procedures, and database development and management. Understanding of policy and legislation development. Understanding of coastal and marine management processes and departmental protocols. Knowledge and experience in project and contract management. A valid driver's license.
<u>DUTIES</u>	:	Implement integrated coastal and inland fisheries management by providing inputs into the process of developing guidelines, risk assessment and designating Aquaculture Development Zones. Draft technical project Terms of References, serve on bid committees, review technical project reports and arrange and attend meetings, and review, when necessary for environmental management required with the ADZ. Provide support and contribute to the planning, management and content of environmentally sustainable projects, strategic environmental assessments and risk assessments related to aquaculture. Provide technical inputs and advisory services for integrated environmental management related to aquaculture. Contribute towards the amendment of environmental legislation, applicable legislation reviews and ensure that these amendments are noted. Provide support to facilitate integrated pollution and waste management for aquaculture farms. Provide technical support, in the form of written contributions to the annual aquaculture yearbook and dissemination of posters and brochures. Perform administrative and related functions. Compile monthly technical reports related to ADZ in terms of environmental management, including challenges/blockages to be addressed where applicable. Capture and analyse farm data relate to environmental carrying capacity for aquaculture development zones.
<u>ENQUIRIES</u>	:	Ms F Daya Tel No: (021) 430 7006
<u>POST 24/43</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (MLRF) REF NO: FIM26/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF 6) in Public Administration/ Management or relevant equivalent qualification as recognized by SAQA. Three (3) years working experience in Facilities Management or related environment. Understanding of transport policies and procedures, Road Transport Traffic Act, Transport Circular no 4 of 2000 and its amendments. Knowledge of the National Archives and Record Service of South Africa Act. Knowledge of the PFMA (Act No1 of 1999) and Treasury Regulations. Experience in project and personnel management. Good communication and writing skills. Computer proficiency skills. The person will be required to travel extensively on transport matters to various regions, therefore a driver's license would be an advantage.
<u>DUTIES</u>	:	Perform quality control on all travel and associated services with online bookings. Verify travel bookings against National Treasury's Cost Containment Measures National Treasury Policy Framework (NTPF) and relevant policies and delegations. Approve correct online bookings and ensure the validity of supporting documents for all travel requests. Verify supplier invoices for travel and associated services. Check correctness of invoice/travel information on spreadsheets presented received from compilers. Coordinate supplier payments within prescribed time frames as issued in terms of the PFMA and Service Level Agreements. Issue supplier invoices and manage payment due dates. Keep record of outstanding invoices submitted and resolve invoice

queries. Manage the registry functions for the MLRF. Manage the record keeping and reporting of risks/losses on travel and transport. Keep records in compliance with National Archives Act. Perform the proxy holder duties for departmental vehicles of the MLRF. Represent the MLRF at the traffic authority in respect of MLRF of traffic administration.

ENQUIRIES : Ms S. Smart-Hendricks Tel No: (021) 402 3005

POST 24/44 : **BIODIVERSITY OFFICER PRODUCTION GRADE A: GLOBAL ENVIRONMENT FACILITY 7 AIS PROJECT REF NO: BC15/2023 (X2 POSTS)**
(Five 5 Year-Contract)

SALARY CENTRE REQUIREMENTS : R310 767 per annum
: Pretoria
: Degree/National Diploma (NQ6) in Environmental Science, Environmental Management/Natural Science or relevant equivalent qualification as recognized by SAQA. A minimum of one (1) year experience in the relevant field. Knowledge of scientific principles governing biodiversity management. Knowledge of environmental and biodiversity legislation (NEMA&NEMBA). Knowledge of the regulations promulgated there under and departmental policies with special reference to the management of alien and invasive species. Knowledge in general government administrative procedures and processes. Understanding of Environmental issues. Skills: Planning skills; Good communication skills; Computer literacy; Creativity; Report writing skills; Organisational skills and Project management skills. Personal Attribute: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to apply policies. Ability to work independently and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Initiative. Responsibility and loyalty.

DUTIES : Provide technical support to the Project manager on the overall implementation of the project. Provide technical support in the development of technical reports. Provide technical support in the coordination of stakeholder engagements, biosecurity awareness, training and capacity building activities. Provide technical support on monitoring and evaluation of project activities. Provide technical support in coordinating the meetings of the Technical Working Group. Provide technical support in coordinating the meetings of the Project Steering Committee and Technical Working Groups. Provide technical support in the coordination of site visits. Develop site visit reports.

ENQUIRIES : Mr BS Kgope Tel No: (012) 399 9165

POST 24/45 : **BIODIVERSITY OFFICER PRODUCTION GRADE A: BABS POLICY DEVELOPMENT AND IMPLEMENTATION REF NO: BC13/2023**

SALARY CENTRE REQUIREMENTS : R310 767 per annum
: Pretoria
: Degree / National Diploma (NQ6) in Environmental Management/ Natural Sciences or equivalent qualification within the related field. A minimum of one (1) year experience required in a relevant environment. Knowledge of Biodiversity Sector. Knowledge of the biodiversity conservation, sustainable use of biological resources and benefit sharing arising from utilization of biological resources and related laws, policies, and associated regulations, particularly the Bioprospecting, Access and Benefit Sharing. Good knowledge of Convention on Biological Resources and the Nagoya Protocol on Access and benefit-sharing. Knowledge on review of biodiversity related permit applications. Knowledge in general government administrative procedures and processes (PSA & PSR). Knowledge/experience in policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Personal Attributes: Innovative and proactive; Ability to gather and analyses information; Ability to develop and apply policies. Ability to work independently and in a team. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.

DUTIES : Provide technical support on coordinating the implementation of National Environmental Management Biodiversity Act (Act 10 No 10 of 2004) and related Bioprospecting, Access and Benefit Sharing Regulations of 2015. Conduct preliminary review on bioprospecting permit applications

received from external entities/ individuals. Provide support in ensuring compliance with the provisions of NEMBA and BABS regulations. Provide technical support in coordinating compliance. Provide support on the implementation of Bio -innovation project. Provide support on the implementation of Nagoya protocol ABS and support collaboratives structures. Provide technical support on the amendment of Chapter 6 of the National Environmental. Management Biodiversity Act (Act No 10 of 2004). Provide support in the amendment of Chapter 6 of NEMBA Draft report on stakeholder consultation meetings.

ENQUIRIES : Ms N Feltman Tel No: (012) 399 8917

POST 24/46 : **FORESTER REF NO: FOM34/2023 (X5 POSTS)**

SALARY : R294 321 per annum
CENTRE : Eastern Cape
REQUIREMENTS : National Diploma (NQF level 6) in Forestry or relevant equivalent qualification within related field. A minimum of one (1) year relevant experience in commercial forestry. Knowledge of National Forestry Act, 84 of 1998 (NFA), National Veld Fire Forestry Act, 101 of 1998 (NVFFA) and Occupational Health and Safety Act and other relevant environmental legislations and polices. Skills: Problem solving, Management and interpersonal skills and computer skills. Ability to work long hours voluntarily, Ability to work individually and in team, Sense of responsibility and loyalty and A valid driver's license.

DUTIES : Render support in the rehabilitation and Management of existing standards. Clean and clear up compartments as per forestry standards. Prepare plant pits and planting of healthy and growing seeds. Render forestry protection activities in the plantation. Revision of the fire protection plan. Facilitate in managing and maintaining the infrastructure. Ensure roads are accessible and maintained. Maintain the house by fencing the plantation boundary, painting the beacons and thorough cleaning. Render general operations support. Assist in the planning and budgeting of annual operations. Render assistance on inspections and internal audits.

ENQUIRIES : Mr. S Klaas at 060 973 8728

POST 24/47 : **CHIEF ADMINISTRATIVE CLERK: FLEET ADMINISTRATION REF NO:CMS07/2023**

SALARY : R294 321 per annum
CENTRE : KwaZulu Natal
REQUIREMENTS : Grade 12 with a minimum of three years' experience in a fleet related field. Extensive administrative experience. Knowledge of fleet related legislation. Good understanding of monitoring and control. Knowledge of financial and project management. Ability to collect and interpret information and reports. Innovative and proactive. Skills required: Ccommunication (written and spoken), interpersonal relations, coordination and organisational. Report writing skills. Willingness to work for extended hours on short notice. A valid driver's licence is essential (Code C1 licence with PDP).

DUTIES : Administration of Departmental fleet vehicle including the issuing of vehicles, upkeep of fleet-related registers, arranging and administration of vehicle maintenance and repairs, processing of damages / Loss Control reports, periodic inspections, vehicle tracking interpretation, a compilation of weekly, monthly, and quarterly and annual reports within the prescribed deadlines. Processing of fleet-related payments. Driver supervision, including scheduling trips and overseeing collections and deliveries. Knowledge of financial management, monitoring and control, and public service and departmental procedures. ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, Ability to lead multidisciplinary teams, conflict management, and resolution, Ability to organise and plan under pressure, ability to collect and interpret information and reports.

ENQUIRIES : Mr G Rossouw Tel No: (012) 399 8556

POST 24/48 : **CHIEF ADMINISTRATIVE CLERK: FACILITIES SERVICES REF NO:CMS43/2023**

SALARY : R294 321 per annum
CENTRE : Eastern Cape

REQUIREMENTS

: Grade 12 with minimum of three (3) years' experience in the relevant field. Knowledge of data capturing, knowledge of legislative framework, National Archive Act. Knowledge of BAS, Logis. Skills: Computer Skills, planning and organisation. Communication skills. Ability to communicate with people at different levels. Ability to work individually and in team. Good interpersonal relations skills. Must be able to work under extreme pressure, with difficult persons and to resolve conflict.

DUTIES

: Provide accommodation support. Assist with the compilation of accommodation need assessments. Assist with drafting needs assessments and submit supporting documents. Conduct space audit and analysis in all buildings on a quarterly basis. Facilitate the relocation of offices. Ensure facilities compliance to all building regulations. Reconcile invoices against commitment register. Ensure that payments are processed within 30 days. Draft Submissions for the procurement of assets. Provide for the repairs, installation of fixtures and maintenance to accommodation facilities. Provide monthly report on maintenance and office inspection. Liaise with landlord to perform routine maintenance and minor repairs to all the office buildings. Maintain a fully functional registry and Scan files. Conduct site inspection and Awareness sessions in DFFE offices including Coastal Regional offices. Arrange and archive long term storage files in accordance with National Archives Act. Ensure that all the files are stored in terms of the Departmental File Plan (Main Registry). Liaise with Coastal Office to ensure compliance with "electronification" time frames. Also conduct File plan consultation/review per quarter. Facilitate and conduct the Records Appraisal/Assessment per quarter. Manage auxiliary services the provision of hygiene services and food aid services. Manage the cleaning services. Ensure provision of effective cleaning and hygiene services in the offices.

ENQUIRIES

: Ms N Dumezweni Tel No: (021) 493 7109