

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : 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** : The Director: Human Resource Management
- CLOSING DATE** : 21 August 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 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.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 26 dated 28 July 2023. Senior Forestry Regulation Officer with Ref No: FOM39/2023 (X2 Posts) has been withdrawn.

OTHER POSTS

- POST 27/23** : **SCIENTIFIC MANAGER (BIODIVERSITY AND COASTAL RESEARCH) REF NO: OC24/2023**
- SALARY** : R990 747 per annum
- CENTRE** : Cape Town
- REQUIREMENTS** : MSC degree in Science or equivalent relevant qualification (NQF Level 10). Compulsory registration with the SACNASP as a professional. 6 years' experience required after BSc qualification. Knowledge of the Marine Living Resources Act, National Environmental Management Biodiversity Act and related legislation; Biodiversity and conservation sector; Science to policy development and analysis; Scientific methodologies and models; Research and development; National and International co-operation; Computer-aided scientific applications; Technical report writing; Data analysis; Scientific presentation. Job related Skills: Analytical; Communication; Strategic capability and leadership; Networking; Planning and organizing; Decision making; Customer focus and responsiveness; Financial management; Conflict management; Change management; Problem solving and analysis; Programme and project management; People management; Mentoring. A valid, unendorsed Code B driver's license.
- DUTIES** : The candidate will be responsible to Facilitate the translation of scientific knowledge into policies, systems and procedures through: Communicating scientific knowledge to policy makers; Review and recommend / approve scientific research and policy related projects; Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor scientific efficiencies according to organizational goals; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. While science to policy recommendations will more focused on marine top predators, biodiversity and coastal the incumbent will be expected to perform across all related marine science to policy aspects. Provide strategic leadership and direction by: Alignment of research projects to organizational strategies; Provide support and advice on policy to the industry and stakeholders; Develop and maintain relationships / collaborations and review scientific documents.

ENQUIRIES : Dr G Cilliers Tel No: (021) 819 5006

POST 27/24 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (MLRF) REF NO: FIM31/2023**

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

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : Bachelor's degree or National Diploma in Commerce majoring in Supply Chain Management/Accounting or relevant and equivalent qualification as recognised by SAQA. Three to five (3-5) years' experience in supply chain management of which three (3) of the five (5) should be at entry/ junior management level (Assistant Director level or equivalent). Extensive experience in supply chain management, fixed asset management and management of staff. Experience in Accrual Accounting Principles and management reporting. Exposure to computerized procurement systems, proper understanding of the ORACLE system or similar ERP system. Knowledge of the Public Service Act, MLRA, GRAP, PFMA and Treasury Regulations. Must be computer literate and have the relevant accounting software skills. A valid driver's licence.

DUTIES : Manage the acquisition management function. Ensure that an effective bid/quotation process is implemented and maintained. Ensure that all acquisitions are evaluated in terms of the pre-approved and published evaluation criteria. Ensure that an effective logistics function including ordering, receiving and distribution of goods and accounts payable. Manage the demand management function. Ensure that the procurement plan is prepared for each cost center and consolidated for the whole of the MLRF. Manage the asset management function. Ensure that all assets of the MLRF are verified annually. Ensure effective functioning of the loss and disposal committee. Ensure that the stores for confiscated fish products is managed in terms of the pre-determined procedures. Provide GRAP compliant asset management reports. Manage the contract management function. Ensure that the SCM directorate has all the MLRF original contracts, MOU, MOA, SLA, single source approval, sole service provider approvals. Provide effective leadership through training, communication, relationship building with key stakeholders, human capital management and development.

ENQUIRIES : Ms Victoria Letswalo at 065 609 0400

POST 27/25 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (ACCOUNTS PAYABLE) (MLRF) REF NO: FIM39/2023**

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

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : Bachelor's degree or National Diploma in Financial Accounting/ Financial Management or relevant and equivalent qualification as recognised by SAQA. Three to five (3-5) years' experience in financial management of which three (3) of the five (5) should be at entry/ junior management level (Assistant Director level or equivalent). Knowledge of the PFMA, Treasury Regulations, GRAP and International Accounting Standards. Knowledge and experience in project management and report writing. Ability to develop and interpret policies. Proven leadership, supervisory, computer literacy and planning skills. A valid driver's licence.

DUTIES : Manage an accounts payable system in compliance with statutes and policies. Monitor and review monthly management accounts on expenditure. Monitor and report on ageing report, accrued expenses, accounts payable account, prepayment accounts and all major GL expenditure accounts. Compiling annual financial statements and audit file. Manage and resolve all audit queries, resulting in management actions for the MLRF relating to Accounts Payable. Resolve audit findings raised by AGSA and implement recommendations as agreed by AGSA. Manage accounts payable management reporting. Provide assistance in the preparation of the audit committee reports, MLRF quarterly revenue and expenditure reports to National Treasury. Reduce exposure to risk through sound corporate governance within accounts payable section. Provide training on departmental financial policies and communicate improved policies and changes to policies to internal stakeholders.

ENQUIRIES : Ms Veronicah Mogolla Tel No: (021) 402 3687

<u>POST 27/26</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (CALL CENTRE MANAGEMENT) REF NO: FIM36/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum Cape Town (Foretrust Building) Bachelor's Degree or National Diploma in Public Management or relevant and equivalent qualification as recognised by SAQA. Three (3) years' experience in a Call Centre/ Contact Centre Operations and Client Relationship Management. Knowledge of database and document management. Knowledge and experience in Project Management. Knowledge of the Public Service and procedures and prescripts, DFFE policies and procedures. Proven communication, report writing, organising and planning skills.
<u>DUTIES</u>	:	Develop and Implement call center business process. Draft call center operating procedures. Create and manage frequently asked questions database. Manage the handling of enquiries. Manage telephone enquiries with set service standards. Deal with escalated/unresolved enquiries. Collect and analyse call center statistics. Manage a database of calls received and resolved, calls escalated to line functions and dropped calls. Manage the performance of the call center and its staff. Compile monthly call center user activity reports. Compile quarterly call center performance reports.
<u>ENQUIRIES</u>	:	Mr. Desmond Stevens Tel No: (021) 402 3617
<u>POST 27/27</u>	:	<u>DOCK MASTER REF NO: FIM32/2023 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum Lamberts bay, Hermanus & Gordons Bay Grade 12 Certificate / Appropriate Trade Test Certificate and 3 years' experience as a Docker or relevant. Knowledge of dry docking. Knowledge and understanding of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Basic understanding of the Occupational Health and Safety Act. Skills: general administration, maintenance and equipment and general administration. A valid driver's licence.
<u>DUTIES</u>	:	Initiate and plan the slipping of vessels. Analyse the vessel docking plan to assess material and capacity to be used. Assign team to build bilge blocks and the wedges for the main slip. Ensure safety at the slipway in the water and on land. Communicate with divers and dockers in dinghy in the water that the vessel is enroute. Apply safety adjustments measures whilst pulling out of the water and secure cradle and vessel on land. Ensure continuous alignment and adjustment of bilge blocks while cradle is in motion. Side slipping of vessels. Pulling vessel/cradle to side slip utilizing high tension steel cables. Off-load side slip equipment for safe storage.
<u>ENQUIRIES NOTE</u>	:	Ms Nomonde Simon at 066 471 1315 Applicants should indicate their centre of preference
<u>POST 27/28</u>	:	<u>DOCKER (REF NO: FIM33/2023) (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum Paarden Eiland, St Helena, Arniston & Gansbaai Grade 12 Certificate /Appropriate Trade Test Certificate and 1 year experience as a handyman. Knowledge of dry docking. Knowledge of the Marine Living Resource Act, 1998 (Act No.18 of 1998) and the regulations promulgated thereunder and the Occupational Health and Safety Act. Skills: general cleaning, maintenance and equipment skills. A valid driver's licence.
<u>DUTIES</u>	:	Conduct vessel slipping. Build bilge blocks and the wedges for the main slip. Ensure continuous alignment and adjustment of bilge blocks with cradle in motion. Adhere to safety measures and requirements. Operate slipway machinery and equipment. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Perform slipway maintenance. Paint the slipway infrastructure and replace worn wood on the slip beams. Cleaning the slip and storage area. Perform ad hoc administrative duties and emergency operations. Data collection such as boat accommodation, freshwater usage, fish cleaning sheds.
<u>ENQUIRIES NOTE</u>	:	Ms Nomonde Simon at 066 471 1315 Applicants should indicate their centre of preference