

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Cape Town, Western Cape, Eastern Cape and Bloemfontein:** 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 63 Strand Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
KwaZulu Natal: Must be hand-deliver to 185 Langalibalele Street, Old Mutual Building, Pietermaritzburg, 3200
- CLOSING DATE** : 10 November 2025
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. 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) prior to appointment. 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>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, 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. Persons appointed 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. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.
- ERRATUM:** Kindly note that the post for the Deputy Director: Forest Based Enterprises (Pretoria) with Ref No: FOM17/2025 advertised in the Public Service Vacancy Circular 37 dated 10 October 2025 with the closing date of 03 November 2025 is amended. The amendment is as follows, the centre of the post is Polokwane, Limpopo.

OTHER POSTS

<u>POST 38/21</u>	:	<u>DEPUTY DIRECTOR: EPWP YOUTH PROJECTS IMPLEMENTATION REF NO: EP26/2025</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Training and Development/Developmental Studies or relevant qualification within the related field as recognised by SAQA. Five (5) years' experience in Education, Training and Development (ETD) and development or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Skills Development act, skills development / training plans, Employment equity. Skills levies Act and SAQA. Undertaking of skills audit Environment and legislation. Expanded Public Works programme, integrated sustainable rural development and urban renewal programme. Financial management. Project management. Personnel management. Leadership and Management skills. Coordination skills. Organisational and planning. Communication skills (written and spoken). Programme and Project Management. Listening skills. Writing skills. Decision-making skills. Report writing skills. Organisational skills. Ability to interpret regulation and develop appropriate policy. Ability to work under extreme pressure. Supervisory experience and drivers license.
<u>DUTIES</u>	:	Manage the implementation and reporting of Training, Youth Empowerment and Contractor Development projects. Manage project contracts. Manage project management service providers. Lead recruitment of project participants. Evaluate projects monthly reports. Evaluate and process stipend payments. Manage invoice payments to service providers. Manage cash-flows and expenditures. Manage the contract register at a project level. Manage audit issues at a project level. Conduct project inspections. Ensure project Occupational Health and Safety Compliance. Manage the initiation and planning of Training, Youth Empowerment and Contractor Development projects. Lead the sourcing of projects from project proponents Recommend project concepts. Conduct feasibility studies. Recommend project for approval and funding. Develop procurement plan. Lead the sourcing of service providers to implement projects. Lead the contracts' vetting process. Manage the planning of Training, Youth Empowerment and Contractor Development projects. Conduct briefing sessions with appointed service providers. Lead the development of business plans and recommend approvals. Evaluate training plans and recommend approvals. Present final business plans to project proponents. Ensure project compliance to norms and standards and standard operating procedures. Manage stakeholders involved in Youth Empowerment and Contractor Development projects Identification of stakeholders within the province. Lead partnership engagements with stakeholders in the province. Introduce new projects to project proponents. Conduct progress review meeting. Conduct project advisory meetings. Lead service providers briefing sessions. Manage the close-out procedures for Training, Youth Empowerment and Contractor Development projects. Facilitate graduation ceremonies. Evaluate and recommend project completion reports approvals. Verify competency certificates. Recommend payment of retention fees and project closure on the reporting system. Compilation and evidence keeping for future audit purposes.
<u>ENQUIRIES</u>	:	Nandipha Makwetu at 067 5966 094
<u>APPLICATIONS</u>	:	EP26-2025@dffe.gov.za
<u>POST 38/22</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: CMS20/2025</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) or higher in Human Resource Management relevant qualification within the related field as recognised by SAQA. Five (5) years' experience in Human Resource Management with specific reference to Performance Management, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent. Computer literacy Skills that would include a good working knowledge of Microsoft Office

products, especially Microsoft Excel, PowerPoint, Outlook, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks. Ability to work with difficult persons and to resolve conflict. Willingness to travel. Sense of responsibility, loyalty and honesty.

DUTIES : Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and appoint committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Manage the administration of the PMDS online system and other digital platforms. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement process emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders, and management.

ENQUIRIES APPLICATIONS : Mr M Beta, mbeta@dffe.gov.za
: CMS20-2025@dffe.gov.za

POST 38/23 : **DEPUTY DIRECTOR: SUSTAINABLE FOREST MANAGEMENT POST REF NO: FOM15/2025**

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum, (all-inclusive salary package)
: Pretoria
: National Diploma or Degree (NQF 6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience of which three (3) of them should be at the entry / junior managerial level (Assistant Director level or equivalent). Extensive experience in Forestry / Natural Resources Management / Conservation Management or Environmental Scientist or related field. Sound understanding of the National Forests Act, 1998 (Act No 84 of 1998). Knowledge of Forestry and environmental management sector. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and analysis. Excellent Communication (verbal, presentation and report writing). Ability to work independently and efficiently under pressure. A valid driver's license and willing to travel.

DUTIES : Manage, monitor and evaluate the development of policy instruments. Ensure the development of policies, guidelines and strategies for managing the administration of the National Forests Act. Manage and coordinate the legislative review of the National Forests Act and regulations. Ensure compliance and enforcement of the NFA while advocating co-operative governance. Manage and build Compliance and Enforcement of the National Forests Act through training and capacity building. Render support to Compliance and Enforcement Stakeholder Engagements (e.g. working groups). Manage capacity building and advisory support. Manage and provide training on the provisions of the NFA to institutions of higher learning. Support regions in the implementation of provisions of the National Forests Act. Provide leadership to the NFA Sub-directorate. Provide advice to senior management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the Sub-directorate. Ensure capacity and development of staff.

ENQUIRIES APPLICATIONS : Mr C Ndou at 0660191221
: FOM15-2025@dffe.gov.za

<u>POST 38/24</u>	:	<u>SCIENTIST PRODUCTION GRADE A REF NO: OC29/2025</u>
<u>SALARY</u>	:	R761 157 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Bachelor's (BSc) Honours Degree (NQF8) in Physical Oceanography or relevant equivalent in Science qualification as recognised by SAQA. Compulsory registration with the SACNASP as a professional scientist. Relevant three (3) years post qualification experience, with a proven track record of relevant research and development output, including mentoring. Proven good knowledge of Physical Oceanography dynamics, processes and variability. Knowledge of Scientific methodologies and models and to analyse, interpret large datasets. Ability to conduct basic and applied oceanographic research. Skills: Decision making, analytical skills, customer focus and responsiveness, networking and mentoring. Must have good communication (both verbal and written), and report writing skill. Willingness and ability to go to sea and/or conduct field work regularly and for extended periods of time. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951) in order to undertake research at sea.
<u>DUTIES</u>	:	Develop and implement methodologies, systems, policies, procedures. Conduct basic and applied research required to develop and implement methodologies, policies, systems and procedures. Monitor and evaluate project performance. Provide scientific, data, advice and information when requested. Perform scientific analyses and sample processing. Gather and process in situ and satellite data and samples, and model output as required. Conduct basic and applied analysis of data and samples as required. Formulate proposals and compile reports. Conduct research and advance professional development. Conduct basic and applied physical oceanography research as required. Participate in research cruises and/or coastal field trips as required. Perform Environmental Monitoring and Assessment. Investigate variations and patterns of physical oceanographic dynamics, processes, and variability by using in situ and satellite data, and additional model outputs as required. Assess impacts of physical oceanographic dynamics, processes, and variability on the southern African marine ecosystem. Perform regulatory functions and administrative tasks. Participate in outreach events, including public talks, exhibitions, conferences, stakeholder meetings, etc.
<u>ENQUIRIES</u>	:	Dr Tarron Lamont, tlamont@dfre.gov.za
<u>APPLICATIONS</u>	:	OC29-2025@dfre.gov.za
<u>POST 38/25</u>	:	<u>ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP25/2025</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Environmental Science / Environmental Management or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years in a Project Management role. Knowledge of Environmental related legislation. Natural resource management. Invasive alien species management. South African National Standards. Administrative procedures. Financial management. Project management. Personnel management. Programme-based natural resource operational planning. Public Finance Management Act and Treasury Regulations. Human resource and Statistical analysis Extensive management and technical training in order to understand operational functioning of the programme. Public Service and departmental procedures and prescripts. Socio-economic development. The incumbent should have the following skills; Leadership and Management. Strategic thinking and planning. Analytical and Systems thinking. Conceptual thinking, Problem solving, Computer literacy, Communication skills, Technical writing skills, Report/professional writing, Mentorship skills, Organising skills, Facilitation skills, Planning skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. 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. Ability to collect and interpret information and reports.
<u>DUTIES</u>	:	Coordinate the implementation of EP Non-infrastructure projects and invasive alien plant clearing activities within the province. Ensure compliance with EP

		Non-Infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.
<u>ENQUIRIES</u>	:	Ms U Makati Tel No: (043) 722 0685
<u>APPLICATIONS</u>	:	EP25-2025@dffe.gov.za
<u>POST 38/26</u>	:	<u>ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT REF NO: BC23/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	KZN (Nkwezela State Forest)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Forestry or equivalent qualification within the related field as recognised by SAQA, coupled with a minimum 3 years relevant experience in Indigenous Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), National Environmental Management Act (NEMA), National Environmental management: Protected Areas Act (NEMPA), other environmental legislations and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health, and Safety Act, PFMA, Treasury Regulations. Knowledge of Indigenous Forestry and Protected areas operational processes. Skills: People management and empowerment, financial management, Project and programme management, Communication (written and verbal), Leadership, Facilitation and negotiation skills, Planning and execution. Ability to work long hours, to apply policies. work individually and in team, work with difficult persons and to resolve conflict, Innovative and proactive. A valid driver's license.
<u>DUTIES</u>	:	Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Auditing of forests and implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some Indigenous forests. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Roads (e.g., management roads, tourist roads, etc.). Office buildings (e.g., offices, stores, gardens, staff houses, guest houses, ablution facilities etc.). Tourism facilities (Recreational facilities e.g., hiking huts, guest houses, camp sites, picnic sites, bird hides, etc.). Forest boundary beacons and fences. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Ensure presentations to visitors, schools, and communities. Promote indigenous tree planting and Arbor week. Promote, facilitate, and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighbouring farmers, communities, NGOs, and other stakeholders). Participate in biodiversity related forums and workshops. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols. Oversee the issuing of licenses and other relevant permits. Compile and submit monthly and quarterly reports (technical and support related e.g., work plans for PMDS). Develop an Operational Plan for the estate. Manage human resources. Provide inputs into the development of internal standards and guidelines. Coordinate and manage booking for in hiking huts accommodation. Inputs on the formulation of policies and regulations.
<u>ENQUIRIES</u>	:	Dr. TV Ramatshimbila Tel No: (012) 309 5716
<u>APPLICATIONS</u>	:	BC23-2025@dffe.gov.za
<u>POST 38/27</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND SERVICE BENEFITS AND CONDITIONS REF NO: CMS21/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town

<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF6) in Human Resources Management/Development or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) in the field of Human Resources Management. Proven experience in Human Resource Management, with specific focus on Human Resource Recruitment, Selection and Service Conditions and Benefits. Experience in retention strategies and knowledge of processes and practices. Knowledge of the Public Service Act, 1994 (Act 103 of 1994), Public Service Regulations, the Employment Equity Act, 1998 (Act 55 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) as well as administrative procedures and broader public service human resource regulatory frameworks. Supervisory experience. Skills: Good communication (verbal and written), organising, planning, research, analytical, coordination, presentation and stakeholder liaison, project management and people management. Ability to interpret and implement policies. Willingness to travel and work extended hours. Ability to take initiatives and provide creative solutions. Ability to work under pressure. Ability to work with difficult persons and resolve conflict.
<u>DUTIES</u>	:	Provide leadership and supervision to a team of Recruitment Officers Oversee the provision of professional and effective Recruitment and Service Conditions and Benefits function to Line Managers. Ensure and provide support in terms of service conditions and benefits such as leave, PILIR allowances, pensions, resettlement, medical assistance, overtime, financial disclosures for SMS. Facilitate policy development and implementation on staff recruitment and retention matters. Facilitate the implementation of the Department's retention strategy. Coordinate, supervise and facilitate effective recruitment, shortlisting and interviewing of competent human resources. Monitor effective Personnel Suitability Checks and ensure placement of employees on PERSAL. Provide advice on all Recruitment, Selection and Service Benefits and Conditions related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Nzwane Tel No: (021) 493 7223
	:	CMS21-2025@dffe.gov.za
<u>POST 38/28</u>	:	<u>ASSISTANT DIRECTOR: CREDIT, TRAVEL AND SUBSISTENCE REF NO: CFO20/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Cape Town
	:	National Diploma (NQF 6) or in Cost and Management Accounting or relevant qualification within the related field, as recognised by SAQA with minimum of three (3) years relevant experience in Financial Management or related field. Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting, Supply Chain Management and Logistics. Knowledge of Public Service Financial Legislative Frameworks. Must have extensive experience operating transversal financial systems (BAS, LOGIS and PERSAL). Advanced skills in financial management. Good interpersonal relations, problem solving, analysis and people management. Must be computer literate and be able to work well individually and in a team as well as under extreme pressure. Must be able to maintain good relationships and work effectively with various stakeholders. Must be in possession of a valid driver's licence.
<u>DUTIES</u>	:	Ensure that BAS, LOGIS & Travel and Subsistence claims are accurate and processed effectively and efficiently in terms of departmental policies and procedures. Ensure compliance to Treasury Regulation 8.2.3, all departmental policies and procedures. Compile financial reporting inputs on a monthly and/or quarterly basis. Ensure that all suppliers are verified and registered on departmental financial systems. Supervise the cashier/ petty cash office and adequately account for all revenue received. Ensure provision of petty cash in the region. Assist in providing financial guidance to responsible managers. Exercise adequate control over filed payment documents (batch/ document control). Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Essack Tel No: (021) 493 7165
	:	CFO20-2025@dffe.gov.za
<u>POST 38/29</u>	:	<u>GIS TECHNICIAN PRODUCTION GRADE A REF NO: EP28/2025</u>
<u>SALARY CENTRE</u>	:	R391 671per annum
	:	Bloemfontein

<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in GIS / Cartography or relevant qualification within the related field, as recognised by SAQA with three (3) year post qualification technical GIS experience. Compulsory registration with PLATO as a GISc Technician. Knowledge of programme and project management, Legal and operational compliance Knowledge. Process knowledge and skills, knowledge of Database Management, Maintenance and Systems skills. Geo-Database design and analysis. Knowledge Research and development. Strategic management and direction, Financial Management. Ability to communicate with people at different levels, Data analysis skills, organising and management skills. Work effectively with others as a member of a team, quality work. A valid driver's license and willingness to long hours with limited supervision.
<u>DUTIES</u>	:	Perform technical GISc activities. Source spatial information from various data custodians, Capture and clean spatial data from various formats and sources, Apply coordinate systems and projections. Undertake spatial analysis with regards to GISc projects. Maintain GIS unit Effectiveness, Maintain GISc tools. Updating of GISc software and renewal of licenses. Document organisational GISc challenges, Organise workshops for user requirements analysis. Identify gap analysis on available spatial information in the organization. Document software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Supervise subordinates' key performance areas by setting and monitoring performance standards
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Rofhiwa Mathivha Tel: (051) 430 7243
	:	EP28-2025@dffe.gov.za
<u>POST 38/30</u>	:	<u>PROJECT COORDINATOR: EP NON-INFRASTRUCTURE PROGRAMMES</u> <u>REF NO: EP24/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	George: Western Cape
	:	National Diploma (NQF6) in Natural / Environmental Science or relevant qualification within the related field as recognised by SAQA. Two (2) years' experience in Project Coordination or relevant field. The candidate must have knowledge of the following: Knowledge of Alien vegetation control. Understanding of Project management. General Administration. Administration field: emails, Internet, Word Processing. Financial Administration. Project Management. Departmental procedures and prescript/policies. Skills; Sound organising and planning skills. Ability to work under pressure. Ability to work with difficult people. Responsible and loyal. Honest and reliable. Ability to work long hours voluntary. Ability to work with limited supervision. Ability to share knowledge. Good interpersonal relations. General and Good communications skills. Coordination skills. Computer literacy. Listening skills. Writing skills. Human relations skills.
<u>DUTIES</u>	:	Provide project planning support services. Develop a project plan / APP for the project. Ensure a training plan is developed and approved for project. Engage stakeholders in the project area. Facilitate the implementation of the project plans. Ensure work opportunities are created through the non-infrastructure project. Ensure full time equivalents are created through the non-infrastructure project. Ensure all task/verification requests are completed. Ensure training interventions are monitored in the project. Monitoring of the project. Conduct sites visits. Ensure operational assessment reports are completed. Ensure project vehicles are authorized in line with norms and standards. Ensure incident reports are completed in line with OHS policy. Ensure key performance indicator reports are completed for the project. Monitor the project cash flow. Ensure OHS assessment reports are completed. Render projects close out services. Conduct interim and final site inspection in the project. Facilitate completion certificates for areas verified. Compile close out reports
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Nceba Ngcobo at 083 451 2154
	:	EP24-2025@dffe.gov.za
<u>POST 38/31</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR2): CORPORATE LEGAL SUPPORT & LITIGATION REF NO: RCSM09/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R233 712 per annum, (OSD)
	:	Cape Town
	:	LLB degree coupled with at least one (1) year appropriate post qualification in legal/litigation experience. Knowledge of Environmental Law, Mining Law,

Constitutional and Administrative Law. An ability to interpret and apply law, legislations, and policies. Good analytical and research skills. Good verbal and written communication skills. Good legal drafting skills. Computer literacy. Ability to work in a team, a pro-active, problem-solving, and positive attitude. Ability to adhere to deadlines is essential. Must be able to travel and must have a valid driver's licence and be able to work after hours or over weekends when necessary. Good negotiating skills.

DUTIES

: Drafting of contracts or international instruments on request and instructions from client directorates. Ensuring legalities and legal formalities of contracts or international instruments conform to the prescribed prescripts. Provide general legal support including providing legal advice and opinions. Conduct information and training workshops within the Department on contract manual and templates, PAIA, POPIA and PAJA Ensure PAIA requests are responded to within the time frames specified in terms of the PAIA.

ENQUIRIES

: Ms L Tsegarie Tel No: (021) 441 2719

APPLICATIONS

: RCSM09/2025@dffe.Gov.za