

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

<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. or can be emailed to the respective email address quoting the reference number on the subject email.
<u>CLOSING DATE</u>	:	17 November 2025, 16:00
<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) 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, 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. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 40/16</u>	:	<u>CHIEF DIRECTOR: LAW REFORM AND POLICY COORDINATION REF NO: RSCM10 /2025</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by

the National School of Government (NSG). Experience in the law reform and policy coordination. Certificate in legislative drafting and experience in the South African legislative process for the promulgation of legislation. Knowledge of Legal Administration, Strategic coordination/ planning, Business planning, Report/professional writing, Policy development , Business process management, Organisation performance management, Risk management, Audit procedures, Research methodologies and presentation, Project management, Outlook, Ms Word, PowerPoint, Excel, Knowledge on how to use legal data bases (Juta, Sabinet, LexisNexis) for research purposes, Policies, legislation and procedures, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Departmental legislation, Budget planning and control, procurement and financial prescripts, Legislative drafting course. Skills & Competencies: Strategic Capability and Leadership, Managerial skills, Advanced skills in policy formulation, Negotiation skills, Adequate skills in computer use, Advanced skills in budgeting, managing budget, Advanced skills in respect of formal presentation and public speaking; management and project management, Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Research, Programme and Project Management, Financial Management, Change Management, Knowledge Management: Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Personal attributes Managerial capability, Ability to work individually and in a team, Adherence to deadlines, Good interpersonal relations, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, Highly developed sense of honesty, Protect the confidentiality of documents.

<u>DUTIES</u>	:	Manage and oversee the management of all law reform requests. Oversee the provisioning of general legal support in respect of legislation administered by the Department Oversee and manage the drafting, vetting of, commenting on and processing of Bills. Ensure the provision of general legal support and directives issued in terms of legislation administered by the Department Ensure legislation and policy coordination within the Department
<u>ENQUIRIES</u>	:	Ms P Diphaha, Tel: (012) 399 9602
<u>APPLICATIONS</u>	:	RSCM10-2025@dffe.gov.za

OTHER POSTS

<u>POST 40/17</u>	:	<u>CONTROL BIODIVERSITY OFFICER GRADE A: CITES POLICY DEVELOPMENT AND IMPLEMENTATION REF NO: BC29/2025</u>
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<u>SALARY</u>	:	R612 480 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A four (4) years Degree (NQF8) or equivalent qualification in Environmental Management/ Natural Sciences or equivalent qualification within the related field plus six (6) years post qualification experience in the relevant field. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant Acts that deal with biodiversity matters. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA). Knowledge of protection and sustainable use of natural resources, in particular applicable MEAs (CITES and CBD). Experience and knowledge of policy development and implementation. Knowledge of legal and administrative processes pertaining to legislation. Skills: Planning skills; Good communication skills; Computer literacy; Creativity; Communication skills; Report writing skills and Organisational skills. Personal attributes: 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. Ability to lead multidisciplinary 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. Interpersonal relations; Initiative; Responsibility and loyalty.
<u>DUTIES</u>	:	Develop, review and amend regulations, policies, strategies, plans and norms and standards relating to CITES. Facilitate stakeholder participation during the legislative development process. Develop and monitor national CITES

		implementation plans and frameworks. Provide technical guidance to provincial authorities and enforcement agencies. Coordinate the allocation of CITES quotas. Compile annual and bi-annual reports. Coordinate and liaise with other Parties on CITES implementation matters. Ensure that CITES resolutions and decisions are domesticated into national practice. Prepare for international meetings, including Standing Committee meetings and Conference of the Parties. Evaluate CITES permit applications and issuance of permits.
<u>ENQUIRY APPLICATIONS</u>	:	Ms MO Kumalo at 060 834 3088
	:	BC29-2025@dffe.gov.za
<u>POST 40/18</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY AND TELECOMMUNICATION MANAGEMENT SERVICES REF NO: CMS15/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Public Administration (NQF 6) or relevant qualification. A minimum of 3 years' experience in Auxiliary and Telecommunication Services. Knowledge of administrative procedures. Financial and project management. Knowledge of HR practices. Ability to gather and analyse information. Contract management. Computer literate. Coordination and writing reports. Planning and organizing skills. Good communication skills (written and verbal). Good interpersonal relations skills. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide a Telecommunication Services. Facilitate movement and installation of telephone lines. Ensure maintenance and replacement of faulty or worn-out telephone instruments. Conduct awareness campaigns. Provide support on contract management. Provide support on the management of Service Level Agreements. Provide support on the management of projects. Conducting inspections. Compile submissions for appointment/renewal of service contracts. Administer Telkom Contracts. Facilitate payment of DATA, Voice lines. Coordinate upgrading of telephone equipment's at regional offices. Facilitate Auxiliary Services. Ensure that policies and control measures (rooster) for auxiliary services are in place and are adhered to. Ensure availability of necessary equipment and staff for efficient and effective cleaning services. Ensure training of auxiliary staff in relevant skills.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Mampshika Tel No: (012) 399 8516
	:	CMS15-2025@dffe.gov.co.za
<u>POST 40/19</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION REF NO: EP19/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF 6) in Social and/or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. A minimum of three (3) years' proven experience in project management, Monitoring and Evaluation. Knowledge and experience in database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users' needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Good analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver's license is a must.
<u>DUTIES</u>	:	Participate in conducting of monitoring and evaluation studies within the branch. Generate, customise and communicate reports to the relevant stakeholders. Participate in the process of coordinating the implementation of recommendations from various monitoring and evaluation reports. Responsible for the development of the M&E newsletter. Contribute in the process of reviewing monitoring and evaluation framework and the M&E plans.

		Support the regions with data collection, verification and provision of feedback on a regular basis. Responsible for capturing, cleaning and analysing of the data collected. Preparation of branch monthly/quarterly performance reports. Engagement with stakeholders at different levels. Support the branch as and when required.
<u>ENQUIRIES</u>	:	Mr M Moela Tel No: (012) 399 9730
<u>APPLICATIONS</u>	:	EP19-2025@dffe.gov.za
<u>POST 40/20</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND BUSINESS PERFORMANCE REF NO: CMS25/2025</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Commerce/ Humanities/ Social Science/Business/Public Administration or relevant qualification. Minimum of 3 years' experience in Organizational Planning/Performance or relevant field. Experience in providing support in organizational planning, performance monitoring, reporting and evaluation. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Government planning framework. Knowledge of planning, monitoring and reporting procedures. Knowledge and understanding of project and financial management Sound planning and organizing skills, good communication skills, writing skills, interpersonal relations skills, analytical thinking, computer skills, conflict resolution skills, facilitation and leadership skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to facilitate workshops. Ability to work under extreme pressure. Ability to work individually and in team. Ability to work long hours.
<u>DUTIES</u>	:	Coordinate the development and review of the Department's 5-year strategic plan, annual performance plan and annual operational plan aligned to Government's planning frameworks, the environment sector priorities, government's Medium-Term Development Plan and government's planning frameworks. Coordinate the development of departmental performance reports. Coordinate the development and review of the Department's service delivery improvement programme. Coordinate monitoring, reporting and evaluation within the Department. Coordinate the internal and external audit process. Develop and implement the organizational performance management policy framework and guidelines for the Department.
<u>ENQUIRIES</u>	:	Ms L Tsekiso Tel No: (012) 399 9661
<u>APPLICATIONS</u>	:	CMS25-2025@dffe.gov.za