

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>FOR ATTENTION</u>	:	Human Resource Management
<u>CLOSING DATE</u>	:	22 December 2025, 16:00
<u>NOTE</u>	:	<p>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. 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 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, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.</p>

MANAGEMENT ECHELON

POS 45/40 : **CHIEF DIRECTOR: LAW REFORM AND POLICY COORDINATION REF NO: RCSM10 /2025**
Re-advertisement, applicants who have previously applied must re-apply.

SALARY : R1 494 900 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : 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) submitted prior to appointment. 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.

DUTIES : 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.

ENQUERIES : Ms P Diphaha Tel No: (012) 399 9602
APPLICATIONS : RCSM10-2025@dfre.gov.za

OTHER POSTS

POST 45/41 : **DEPUTY DIRECTOR: INFORMATION TRANSFORMATION REF NO: RCSM05/2025**

SALARY : R896 436 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A recognised - delete National Diploma (NQF Level 6) / Degree in Creative/Graphic Arts/ Information Science or relevant qualification recognized by SAQA. Five (5) years relevant experience of which three (3) of them should be at an entry/junior managerial level (Assistant Director Level or equivalent). Extensive experience in marketing, advertising and knowledge communication. Broad knowledge and understanding of brand development and experience in design and digital design. Have basic to good general knowledge of environmental and sustainable development issues. Good grasp of business process management. Experience in research methodologies and presentation. Experience in project management, people management and financial management. An applicant must have a high-level computer

DUTIES

proficiency and skills, especially with creative software such as: Adobe Creative Suite applications (Photoshop, Illustrator, InDesign, etc). Must possess the following skills: Interpersonal, Creativity, Analytical and Decision-Making.

: Undertake the conceptualisation, creative design, and production of high impact information products for the Chief Directorate: Environmental Knowledge and Information. Provide creative inputs in terms of how ideas could be translated into visual executions for different media. Create and organize high-resolution electronic images and data-based graphics (e.g., charts, graphs, infographics). Develop visual concepts and create layouts, graphics, and illustrations using design software. Create information product mock-ups in consultation with respective teams within the Chief Directorate. Incorporate revisions based on feedback from respective teams within the Chief Directorate. Implement layout and design of all approved information products, ensure that the final design is visually appealing and meets the project's objectives. Maintain brand identity and guidelines, making sure that all visual materials are consistent with the Department's brand standards. Maintain a structured folder of electronic images for the Chief Directorate. Ensure that visuals are accurate, well-captioned, and sourced appropriately. Obtain proofs/samples for sign off before production of all material. Testing the developed graphics across various media. Review final graphics and layout for errors and ensure that all final products meet high standards of clarity, accuracy, and are visually appealing. Keep up to date with the latest trends, tools and technologies.

**ENQUIRIES
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: Mr S Raswiswi Tel No: (012) 399 8636
: RCSM05-2025@dffe.gov.za

POST 45/42

: **CONTROL BIODIVERSITY OFFICER GRADE A: THREATENED OR PROTECTED SPECIES REF NO: RCSM13/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R612 480 per annum, (OSD), (all-inclusive salary package)
: Pretoria
: A four (4) year Degree (NQF Level 8) in Natural or Environmental Sciences or equivalent qualification within the related field, plus 6 years' post qualification experience in the relevant field. Knowledge and experience in criminal and administrative enforcement. 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 and relevant experience in criminal procedures including the Criminal Procedures Act, court processes and document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, in particular but not limited to threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. Advanced skills in policy formulation. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure.

DUTIES

: Ensure enforcement of Biodiversity related legislations. Coordinate enforcement operations. Do criminal investigations, crime scene management and open criminal cases to prosecute offenders, Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement Information system. Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES, AIS and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums and processes regarding policy and legislative reform.

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: Mr O Chauke Tel No: (012) 399 9317
: RCSM13-2025@dffe.gov.za