

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. or can be emailed to the respective email address quoting the reference number on the subject email: EP09-2026@dffe.gov.za
- CLOSING DATE** : 15 June 2026
- 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. 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.

OTHER POST

- POST 18/58** : **PROJECT COORDINATOR: ENVIRONMENTAL PROGRAMMES (MP) REF NO: EP09/2026**
- SALARY** : R413 001. per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) or higher in Natural / Environmental or relevant equivalent qualification recognised by SAQA. A minimum of two (2) years' experience as Project Coordinator in a relevant Natural Resources Management (NRM) field. Knowledge and Understanding of Project management, knowledge and understanding of Alien vegetation control. Knowledge and experience in General Administration, Administration field (emails, internet, word processing, presentations, virtual meetings) Financial Administration, Departmental procedures and prescript/policies. Ability to work under pressure, Ability to work with difficult persons, Ability to work long hours voluntarily, Honestly and reliably, Responsible and loyal. Ability to work with limited supervision, oversee contracted EPWP field workers and ability to share knowledge with project workers and stakeholders. Good interpersonal skills. Coordination skills, reports writing skills, Human relations skills. Communication and problem-solving skills.
- DUTIES** : Provide project planning support services: Develop a project operational plan / determine APP targets for project, ensure a training plan is developed and approved for project, Engage stakeholders in the project area and maintain functional project advisory committee. Facilitate the implementation of the project plans: Oversee recruitment of project field workers in line with relevant EPWP guidelines, Ensure work opportunity and full time equivalents are created through the non-infrastructure project, , ensure all task verification requests for hectares of Alien vegetation to be cleared are completed in field, ensure training interventions are monitored in the project. Monitoring of project: Conduct sites visits/inspections, ensure operational assessment report are completed, ensure project vehicle are compliant with norms and standards, ensure incident reports are completed in line with OHS policy, ensure key performance indicator reports are completed for project, monitor the project cash flow, ensure OHS assessment report are completed. Render projects close out services: Conduct interim and final site inspection in the project, facilitate completion certificate for areas verified, compile close out reports.
- ENQUIRIES** : MB Mashabane Tel No: (066-489-3881)