

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.
- Cape Town:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town, or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 27 July 2026, 16:00
- FOR ATTENTION** : Human Resource Management
- 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 POSTS

POST 24/55 : **DEPUTY DIRECTOR: ADMINISTRATION & COORDINATION REF NO: OC15/2026**

SALARY : R932 292 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Public Management/ Office Management or relevant equivalent qualification. 5 years' experience in Admin or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director or equivalent) The incumbent must knowledge of the following; good command of written and oral English and any other official language. Strategic coordination/ planning. Business planning. Report/professional writing. Policy development. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. Formats and routes of documentation throughout the department. Quality Control of documents. EDMS. The hierarchy and management structure of the department. Different specialised fields of the branches and chief directorates expertise and responsibility. Policies, legislation and procedures. Administration. Public Service and Departmental procedures and prescripts Planning and performance management legislation. Skills and attributes; Organising skills, Facilitation skills, Communication skills, Computer literacy, Technical writing skills. Ability to communicate with ministries, senior management officials and the public in a professional manner. Ability to work individually and in a team. 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 : The candidate will be responsible to provide effective document Management. Monitor workflows received by the Branch. Monitor and follow up on finalization of outstanding DG /Ministerial referrals Coordinate the finalization of Branch Parliamentary Questions. Ensure that all documents are quality controlled before submitted to branch administrator. Keep an up-to-date record of all decisions taken. Schedule branch meetings. Provide secretariat services to the branch meeting. Provide minutes of the meetings. Develop an action list for decisions and monitor implementation. Monitor branch expenditure and raise flags with managers. Coordinate finalisation of the branch inputs to the Departmental Strategic plan. Consolidate CD inputs to develop branch APP. Finalise the branch APP within the stipulated timeframe. Ensure alignment of CD APP. Monitor implementation of branch Business Plan. Facilitate the submission of CD verification statements. Monitor branch compliance with PMDS. Ensure that all CD Performance Agreements are signed and copies filed. Support the implementation of the Performance Plans. Ensure branch compliance with the security clearance. Co-ordinate branch participation in departmental meetings and forums. Support the implementation of decisions of departmental meeting. Coordinate branch response to requests received.

ENQUIRIES : Ms C Mangcu at (083) 652 5142, E-mail: cmangcu@dffe.gov.za
APPLICATIONS : OC15-2026@dffe.gov.za

POST 24/56 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: RCSM21/2026**

This is a re-advert, applicants who have previously applied are encouraged to re-apply.

SALARY : R636 978 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : Four (4) year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field, plus six (6) years' post qualification experience in the relevant field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Excellent written, verbal and visual communication skills, including the ability to develop training curriculum. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa.

Strategic, problem-solving and organisational skills. Knowledge in general government administrative, financial and procurement procedures and processes. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer responsiveness with a focus on skills and capacity development objectives. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literate and meticulous.

DUTIES

: To plan, implement, facilitate and participate in the national environmental compliance and enforcement (basic and specialised) capacity-building programme for Environmental Management Inspectors; as well as other relevant regulatory authorities, including South African Revenue Service: Customs (SARS), South African Police Service (SAPS), National Prosecuting Authority (NPA) and the Border Management Authority (BMA) etc. Administer and facilitate venue procurement oversight, presenter logistics, assessments, curriculum development and review and record keeping. Implement a monitoring and evaluation process in respect of the national compliance and enforcement programme. Provide capacity development support to operational projects of national, provincial and municipal Environmental Management Inspectors and other compliance and enforcement role-players. Liaise and collaborate with international and domestic environmental authorities and donors as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Develop appropriate training curriculum to be delivered through the national environmental compliance and enforcement capacity-building programme. Monitor the procurement of venues and initiate and administer other related goods and services (including training-related presenters, equipment, publications etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

ENQUIRIES

: Mr M Jardine Tel No: (012) 399 9497

APPLICATIONS

: RCSM21-2026@dffe.gov.za