

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>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>CLOSING DATE</u>	:	11 August 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, 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 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 technical assessment for 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.

OTHER POSTS

<u>POST 26/68</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: CMS26/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Human Resource Management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' proven experience in the field of Human Resources Management, with a specific focus on Recruitment, Selection and Appointments. Candidates

		must be in possession of PERSAL introduction Certificate. Knowledge of the recruitment and selection processes. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports. Ability to plan and organise the activities of the division. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, OSD Framework, Basic Conditions of Employment Act and Employment Equity Act. Experience in the use of PERSAL System. Supervisory skills. Good communication (verbal and written), stakeholder liaison, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy and use of standard packages. Ability to work long hours and under pressure. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide support, coordinate, and facilitate effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Compile and draft adverts in line with Job Description and in accordance with the relevant legislative framework. Advertise vacant posts in the relevant media. Ensure proper management of applications. Verify captured applications and do quality control. Serve as technical advisor during shortlisting and interviewing process. Support effective Personnel Suitability Checks and placement of employees on PERSAL. Provide advice on all HR related matters. Provide support in the development and implementation of the Department recruitment policies. Develop, refine and maintain databases, reports on Recruitment, Selection and Placement. Provide overall supervision and guidance to staff.
<u>ENQUIRIES</u>	:	Ms P Diphaha, Email: PDiphaha@dfpe.gov.za
<u>POST 26/69</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: CMS27/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF4) as recognized by SAQA. Post-matric qualification and experience in Recruitment, Selection and Appointments will be an added advantage. knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act. Good communication (verbal and written), interpersonal, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy. Ability to work independently and in a team. Ability to interpret policies and directives on HR matters. Ability to plan and organise the activities of the division. Ability to work long hours and under pressure.
<u>DUTIES</u>	:	Render recruitment, selection, and appointments support. Administer job applications. Provide support with the coordination and processing of appointment documents. Serve as technical advisor during shortlisting and interviewing process. Support effective Personnel Suitability Checks and administer and process placement of employees on PERSAL. Provide advice on all HR related matters.
<u>ENQUIRIES</u>	:	Ms P Diphaha, Email: PDiphaha@dfpe.gov.za