

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

MANAGEMENT ECHELON

<u>POST 29/10</u>	:	<u>DIRECTOR: FORESTRY SCIENTIFIC & TECHNICAL SERVICES REF NO: FOM41/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Forestry or relevant qualification (NQF7) within the related field as recognised by SAQA. A minimum of five (5) years' experience at a middle/senior management level. Experience in Research and Forestry Management or related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Extensive knowledge of the National Forestry Act, 84 of 1998 (NFA), the National Veld & Forestry Fire Act, 101 of 1998 (NVFFA) and the Management of State Forests Act, 128 of 1992. Understanding of law enforcement legislation and relevant regulations. Understanding and knowledge of spatial and non-spatial information systems. Knowledge and understanding of relevant national legislation and international agreements and commitments including their impact. Knowledge and understanding of international laws, agreements, and commitments pertaining to Forestry Management. Leadership Management. Programme and Project Management. Knowledge Management. People Management and Empowerment. Financial Management. Sound Research, Analytical, Organising, Planning, and Presentation skills. Interpersonal Skills. Computer literacy. Good communication skills (Verbal and written). Ability to work with difficult persons and to resolve conflict. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Manage forestry research, development, and innovation in the sector. Ensure that the research function keeps up with the world trends. Manages the research function and funding. Manage the development of national norms and standards for sustainable forest management. Manage the development of principles, criteria, Indicators, and Standards for Sustainable Forest Management (SFM). Ensure provision of scientific forest management guidelines, best practices, and assistance to the Branch and broader forestry sector. Manage the provision of specialist technical advice and support to the Branch and other relevant stakeholders. Manage the provision of forestry subject inputs towards integrated environmental management. Facilitate and monitor the implementation, maintenance, and improvement of sustainable forestry management business processes. Provision of strategic forestry information and knowledge to support policy development and decision-making. Ensure compliance with the national and international forestry reporting requirements. Coordinate and manage spatial and non-spatial information gathering, processing, and analysis. Co-ordinate regional Geographical Information Systems (GIS) and processes for gathering data and mapping. Maintain a comprehensive GIS database for the region with maps and environmental data. Oversee the development of GIS reports, for further action.
<u>ENQUIRIES</u>	:	Mr. Sibonelo Mbanjwa at (066) 336 3397
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted

OTHER POSTS

POST 29/11 : **SENIOR SPECIALIST: GREEN HOUSE GAS REPORTING - INDUSTRIAL PROCESSES PRODUCT USE AND WASTE REF NO: CCAQ07/2026**
(Fixed-term 3 years contract)

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Master's Degree (NQF9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of industrial processes and their related greenhouse gas emissions. Ability to conduct greenhouse gas emission reviews. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Ability to conduct research, gather and analyse information. Knowledge of atmospheric chemistry and industry process applications. Data collection and analysis. Modelling and coordination. Good

DUTIES

communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.

- : Conduct Report Verification for Carbon Tax. Conduct technical verification and review of company-level GHG reports to support carbon tax validation processes for the IPPU and Waste. Assess the completeness, accuracy, and methodological appropriateness of emissions data submitted by regulated entities. Evaluate verification statements and independent assessor reports to ensure compliance with regulatory requirements. Collaborate with relevant authorities to ensure alignment between reported emissions, carbon tax submissions, and national inventory data. Provide Technical Leadership and Inventory Management for the Industrial Processes Product Use and Waste Sectors. Lead the development, compilation, and enhancement of Green House Gas inventories for the IPPU and Waste sectors in accordance with IPCC guidelines and UNFCCC reporting requirements. Oversee methodological selection, emission factor development, and activity data management to ensure scientific robustness. Support the allocation of carbon budgets for companies in the IPPU sector. Support the development of regulations for the management of synthetic greenhouse gases. Conduct Green House Gas emissions scenario modelling and analysis. Support the development and application of emissions projection models for the IPPU and Waste sectors to inform national mitigation pathways. Analyse baseline and alternative emissions scenarios to assess the potential impact of policies, regulations, and technological interventions. Collaborate with modelling teams, research institutions, and policy units to ensure consistency between inventory data and projections. Conduct research studies and implement funding initiatives. Guide and coordinate research studies aimed at improving emissions estimation, emission factors, mitigation options, and data systems for the IPPU and Waste sectors. Identify priority research needs to address inventory uncertainties, verification challenges, and modelling gaps. Support the mobilisation, allocation, and management of funding for sector-specific research and analytical studies. Review and integrate research outputs into national inventories, modelling frameworks, and policy processes. Enhance data systems and drive continuous improvement. Support the enhancement of GHG data management, reporting, and verification systems. Promote integration between inventory databases, modelling tools, and regulatory reporting platforms. Monitor international best practice and recommend innovations to strengthen inventory, verification, and modelling systems.

ENQUIRIES APPLICATIONS

- : Mr. J Witi, Tel No: (012) 399 9048
- : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

- : 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/12</u>	:	<u>SENIOR SPECIALIST: GREEN HOUSE GAS REPORTING – ENERGY</u> <u>SECTOR REF NO: CCAQ08/2026</u> (Fixed-term 3 Years contract)
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Master's Degree (NQF 9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of industrial processes and their related greenhouse gas emissions. Ability to conduct greenhouse gas emission reviews. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Ability to conduct research, gather and analyse information. Knowledge of atmospheric chemistry and industry process applications. Data collection and analysis. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Conduct Report Verification for Carbon Tax. Conduct technical verification and review of company-level GHG reports to support carbon tax validation processes for the IPPU and Waste. Assess the completeness, accuracy, and methodological appropriateness of emissions data submitted by regulated entities. Evaluate verification statements and independent assessor reports to ensure compliance with regulatory requirements. Collaborate with relevant authorities to ensure alignment between reported emissions, carbon tax submissions, and national inventory data. Provide Technical Leadership and Inventory Management for the Energy Sectors. Lead the development, compilation, and enhancement of GHG inventories for the Energy in accordance with IPCC guidelines and UNFCCC reporting requirements. Oversee methodological selection, emission factor development, and activity data management to ensure scientific robustness. Support the allocation of carbon budgets for companies in the energy sector. Support the development of GHG emissions accounts. Conduct Green House Gas emissions scenario modelling and analysis. Support the development and application of emissions projection models for the Energy sectors to inform national mitigation pathways. Analyse baseline and alternative emissions scenarios to assess the potential impact of policies, regulations, and technological interventions. Collaborate with modelling teams, research institutions, and policy units to ensure consistency between inventory data and projections. Conduct research studies and implement funding initiatives. Guide and coordinate research studies aimed at improving emissions estimation, emission factors, mitigation options, and data systems for the Energy sectors. Identify priority research

needs to address inventory uncertainties, verification challenges, and modelling gaps. Support the mobilisation, allocation, and management of funding for sector-specific research and analytical studies. Review and integrate research outputs into national inventories, modelling frameworks, and policy processes. Enhance data systems and drive continuous improvement. Support the enhancement of GHG data management, reporting, and verification systems for the energy sector. Promote integration between inventory databases, modelling tools, and regulatory reporting platforms. Monitor international best practice and recommend innovations to strengthen inventory, verification, and modelling systems.

ENQUIRIES
APPLICATIONS

NOTE

: Mr. J Witi Tel No: (012) 399 9048
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CLOSING DATE

: 31 August 2026, 16:00. No late applications will be accepted

POST 29/13

: **SENIOR SPECIALIST: LAND USE, LAND USE CHANGE AND FORESTRY INVENTORY REF NO: CCAQ09/2026**
(Fixed-term 3 Years contract)

SALARY
CENTRE

: R1 317 384 per annum, (all-inclusive salary package)
: Pretoria

<u>REQUIREMENT</u>	:	Master's Degree (NQF 9) in Forestry or Natural Resource Sciences, Environmental Management or Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Excellent understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of Land-use and land-cover platforms. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Knowledge of Climate change mitigation issues, including legal and policy frameworks, economics and technical aspects of low-carbon development, and carbon finance. Ability to conduct research, gather and analyse information. Data collection and analysis. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Compile Land Use, Land Use Change and Forestry Inventory. Lead the compilation and annual review of the LULUCF component of South Africa's National Greenhouse Gas (GHG) Inventory. Identify data and information requirements for LULUCF emissions estimation. Collect, collate, and validate data for the Forest and Other Land Use (FOLU) sector. Conduct QA/QC processes and ensure data integrity and methodological consistency. Compile LULUCF emission inventory reports and implement GHG improvement programmes. Review Carbon Sequestration. Review sequestration submissions from GHG reporting entities for Carbon Tax compliance. Conduct research to identify other activities that need to be subjected to carbon sequestration under the carbon tax. Oversee the independent verification scheme for carbon sequestration. Collaborate with the forestry and pulp and paper industry to improve transparency in reporting by third-party timber growers. Manage Land Mapping and Data Systems. Set up and operationalise a land-mapping platform to support sustainable LULUCF emissions compilation. Develop and maintain land-use change datasets and land-use change matrices. Analyse mitigation actions using geospatial and land-use data. Strengthen digital systems that support LULUCF monitoring, reporting and verification (MRV). Provide Governance and Reporting Support. Support implementation of the Climate Change Act, specifically as it relates to LULUCF and land-based emissions. Contribute to domestic and international reporting, including Biennial Transparency Reports (BTRs), National Communications, and other UNFCCC submissions. Support the development and operationalisation of standards and guidelines for the FOLU sector.
<u>ENQUIRIES</u>	:	Mr. J Witi Tel No: (012) 399 9048
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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:
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<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/14</u>	:	<u>SENIOR SPECIALIST: CARBON TAX AND EMISSIONS TRADING REF NO: CCAQ10/2026</u> (Fixed-term - 3 Years)
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Master's Degree (NQF 9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognized by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding of emissions estimation methodologies for industrial processes. Ability to conduct research. Knowledge of independent verification processes. Programme and Project Management. Knowledge of carbon tax legislation, GHG reporting. Data collection and analysis. Knowledge of corporate GHG reporting frameworks, GHG Protocol, Corporate Accounting and reporting standards, GRI Standards. Good analytical and mathematical competency. Knowledge of Climate change mitigation issues, including legal and policy frameworks, economics and technical aspects of low-carbon development, and carbon finance. Ability to gather and analyse information. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Oversee the implementation and administration of the Carbon Tax. Coordinate with SARS for carbon tax verification processes. Work with SARS to ensure the Carbon Tax- Carbon Budget compliance accounting system is working efficiently and errors are avoided. Facilitate workshops and consultations to improve reporting quality and compliance. Represent the department in intergovernmental and technical forums on GHG reporting and carbon tax. Manage and implement data validation and verification procedures. Oversee the reviews of GHG emissions reports submitted by regulated entities. Validate data accuracy against prescribed methodologies under the Climate Change Act and Carbon Tax Act. Oversee the Identification discrepancies and initiate corrective actions with data providers. Prepare verification reports for internal use and for SARS to support carbon tax liability assessments. Prepare an annual report on the state of carbon tax/trading emissions accounting containing recommendations for continuous improvement. Implement Quality Assurance and Quality Control measures within data systems. Design and implement robust Quality Assurance/Quality Control protocols for emissions data. Conduct periodic audits of data systems and reporting processes. Train internal teams and external stakeholders on QA/QC standards. Develop Emission Methodologies. Guide the development, refinement, and implementation of emissions reporting methodologies, tools, and sector-specific approaches for regulated activities. Provide technical guidance and clarification to industry on emissions estimation methods, data quality requirements, and reporting obligations. Strengthen emissions reporting

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frameworks while maintaining regulatory integrity. Periodically review the validation and verification guidelines for GHG emissions reporting, carbon budgets and mitigation plans.

Mr. J Witi Tel No: (012) 399 9048

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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.

CLOSING DATE

31 August 2026, 16:00. No late application will be accepted

POST 29/15

DEPUTY DIRECTOR: FORESTRY TRANSFER REF NO: FOM55/2026

SALARY
CENTRE
REQUIREMENTS

R1 101 468 per annum

Pretoria

National Diploma (NQF6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Forestry or related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Extensive knowledge of National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act 1998 (Act 101 Of 1998), NEMA, NEMBA, Protected Areas, Land Reform Legislations and other Environmental

legislations including Public Finance Regulations, Public Service Regulations, and PFMA. Knowledge of Forestry and Environmental Management Sector. Knowledge of Enumeration for collection of data. Knowledge of Project Management and Financial Management. People Management and Leadership skills. Planning and Organizing skills. Facilitation and Negotiation skills. Excellent Communication skills (verbal, presentation, awareness raising and report writing). Ability to work with difficult persons and to resolve conflict. Ability to work independently and efficiently under pressure. A valid driving license and willing to travel.

DUTIES : Develop and review state forest transfer models, frameworks, guidelines and tools. Facilitate the implementation of the forest transfer framework. Facilitate post settlement support in terms of the transfer of state forest. Identify key stakeholders on the transfer agreement. Mobilise funding on behalf of beneficiaries. Develop and negotiate the conclusion of forest transfer agreements. Consult internal and external stakeholders in terms of transfer matters. Obtain legal opinion on the transfer agreement. Develop frameworks and guidelines for post settlement support.

ENQUIRIES : Ms.T Dlungwana Tel No: (012) 309 5705
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE : 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.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted

<u>POST 29/16</u>	:	<u>DEPUTY DIRECTOR: ETHICS AND FRAUD PREVENTION REF NO: ODG03/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Forensic Investigations, Auditing, Law, Risk Management or relevant qualification as recognised by SAQA. Accreditation or Membership with Association of Certified Fraud Examiners (ACFE) or Institute of Commercial Forensic Practitioner (ICFP). Five (5) years' experience in Forensic Investigation and Fraud Prevention or relevant field of which three (3) years should be at an entry/ junior managerial level (Assistant Director level or equivalent). Technical knowledge in the application of fraud risk management concepts and principles. Knowledge and Understanding of the concepts of Control and Corporate Governance. Knowledge and understanding of Anti-Fraud and corruption standards and procedures. Risk management standards (Fraud risk) and procedures. Financial policies and related legislation: PFMA and Treasury Regulations; Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy; Prevention and Combating of Corrupt Activities Act, 2004; Protected Disclosure Act, 2000. In-depth knowledge of the business of the institution and government operations. Good understanding of business processes as well as previous experience in the initiation, development and implementation thereof on fraud risk management. Good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organisation. Able to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analysing information. Public Service and Departmental procedures and prescripts. Investigative skills, ability to apply fraud prevention, detection and consequence management skills. Computer Literacy. Excellent written, inclusive of report writing and verbal skill, excellent facilitation, presentation and communication skill. Able to negotiate in a spirit of co-operation and collaboration, problem-solving skill and people management. Ability to gather and analyse information. Ability to develop and apply policies ability to work individually and in team. Good interpersonal relations skills. Creativity and initiative, ability to work under extreme pressure and ability to work long hours voluntarily. Ability to work with difficult persons and to resolve conflict. Character beyond reproach, articulate, sense of responsibility and loyalty.
<u>DUTIES</u>	:	Conduct investigations on fraud and corruption allegations. Effective and efficient development and review of fraud management frameworks: Fraud risk management, ethics Management, provide a compliance, advisory and facilitation role in the Department's management of ethics.
<u>ENQUIRIES</u>	:	Mr J Ngapo Tel No: (012) 399 9357
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/17</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL COORDINATION SUPPORT REF NO: CCAQ11/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management/Administration/Business Administration or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of international relations and diplomacy. Good command of written and oral English and any other official language. Knowledge of strategic coordination/planning, business planning, report, professional writing and policy development. Knowledge and understanding of business process management, organization, performance management, risk management and audit procedures. Understanding of project management. Good understanding of administrative procedures and quality control of documents. Knowledge of government policies and legislations such as PAJA, PAIA, PFMA and other Financial Management and associated prescripts. Planning and organizing skills, facilitation skills, communication skills, technical writing skills and interpersonal relations. Computer literacy. Ability to collaborate effectively with stakeholders at various levels. Ability to work independently and in a team. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Ensure provision of Departmental international focal point administration, international cooperation communication and information management and dissemination. Provide Departmental international focal point services for Multi-lateral Agreements and other international conventions. Ensure the management and dissemination of international cooperation information. Ensure provision of delegation support for international engagements. Oversee the logistical arrangements to support South African delegations to effectively participate in international engagements. Manage the coordination and administration of international travel programmes for the Department. Ensure provision of general support services for the Chief Directorate. Manage the Chief Directorate inputs into the development of the Branch APP. Facilitate the submission of PMDS documents of officials within the Chief Directorate and ensure compliance with PMDS. Monitor and provide oversight into the Chief Directorate financial expenditure. Provide procurement support services for the Chief Directorate. Coordinate and provide support for international projects and implementation.
<u>ENQUIRIES</u>	:	Mr. S Mangold Tel No: (012) 399 9243

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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.
<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/18</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CMS29/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Management Services/Operations Management/Industrial Psychology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in organizational development or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of organizational development principles and procedures. Strategic planning management. Understanding of Human Resource Management and OD legislations and regulatory frameworks. Knowledge of job evaluation grading system and job evaluation process. Public Finance Management Act and Treasury Regulations. Ability to develop and apply policies. Project and change management. Operational Management framework and business process mapping. Ability to gather and analyse information. Sound research, analytical,

DUTIES

organising, planning and presentation skills. Good communication (verbal and written) and interpersonal skills. Ability to work under pressure and long hours. Manage organizational alignment and maintenance of the establishment and structure. Review and develop a detailed organisational structure. Conduct research and study all relevant statutory documents to inform amendments on the organizational structure. Manage and monitor the job evaluation and job descriptions processes. Facilitate and coordinate job evaluation of posts in line with the Directorate's Annual and Operation Plan. Facilitate the appointment and training of JE panel members. Develop and align JE plan and ensure prioritizations for grading of posts (vacant, newly created). Facilitate the development of job descriptions. Develop and review JE policy whenever necessary. Research, interviews and benchmarking with other Departments. Ensure facilitation and coordination of business process mapping and standard operating procedure. Manage the mapping of business processes for all services. Develop standard operating procedures for all services. Facilitate and coordinate the change management interventions. Facilitate change management workshops for all affected stakeholders. Facilitate the migration, matching and placing of staff as a result of structural changes. Facilitate the implementation of Organizational Functionality Assessment and the implementation of the action plan. Facilitate information sharing to all relevant stakeholders.

ENQUIRIES

: Mr. M Mphahlele at 067 422 3734

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

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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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted.
<u>POST 29/19</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO:CMS30/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Human Resource Management or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management with specific reference to Performance Management, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent), PERSAL certificate and a valid Driver's license will serve as an added advantage. Computer literacy Skills that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel, PowerPoint, Outlook, SharePoint, MS Forms, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks. Ability to work with difficult persons and to resolve conflict. Willingness to travel. Sense of responsibility, loyalty and honesty.
<u>DUTIES</u>	:	Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and appoint committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Manage the administration of the PMDS online system and other digital platforms. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement processes emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders and management.
<u>ENQUIRIES</u>	:	Ms I Qaqane Tel No: (012) 399 8850
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted.

POST 29/20 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING, NEGOTIATION AND EMPLOYEE ENGAGEMENT REF NO: CMS31/2026**

SALARY : R932 292 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in collective bargaining / labour relations of which three (3) years should be at an entry / junior managerial level (Assistant Director level or equivalent). Knowledge of Labour Relations Act. Knowledge and understanding of project management, financial management and change management. People management and empowerment. Understanding HR policies, processes and procedures. Knowledge of Labour Relations processes. Good interpersonal relations, stakeholder engagement and research skills. Problem Solving and analysis. Good interpersonal relations skills. Ability to gather and analyse information. Ability to collect and interpret information and reports. Ability to develop, interpret, and apply policies. Ability to work with difficult people and to resolve conflicts Ability to work individually and in team.

DUTIES : Manage and represent at the Departmental Bargaining Chamber and provide support. Manage and coordinate collective bargaining processes. Coordinate DBC meetings and represent the department. Ensure participation of Unions on Departmental committees. Facilitate negotiations on behalf of the Department to ensure effective and compliant outcomes. Presenting proposals and establishing ground rules. Bargaining by exchanging offers and counteroffers, often involving "good faith" negotiations. Ensure implementation of agreements emerging from bargaining structures. Manage and facilitate capacity-building (workshops and training) initiatives on employee relations matters to enhance organizational capability and ensure effective application of Labour relations policies and practice. Identify gaps and provide advice on the required development. Manage the coordination of workshops on employee relations processes and ensure stakeholders are engaged on course content. Provide employee relations advisory services to management and staff, ensuring informed decision-making and compliance with relevant policies, procedures, and Labour legislation. Support and advise managers in the drafting and issuance of intention and warning letters, ensuring compliance with labour legislation, policies, and procedural fairness. Advise Managers and supervisors on management of discipline in the workplace especially

progressive discipline. Provide guidance on disciplinary, grievance, incapacity, and dispute resolution processes. Review and recommend appropriate actions in complex employee relations cases. Provide expert input on organizational policies to ensure compliance with labour laws and best practices.

**ENQUIRIES
APPLICATIONS**

: Mr. L May Tel No: (012) 399 9245
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: 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.

CLOSING DATE

: 31 August 2026, 16:00. No late application will be accepted

POST 29/21

: **DEPUTY DIRECTOR: EMPLOYEE AND HEALTH WELLNESS REF
NO:CMS32/2026**

**SALARY
CENTRE**

: R932 292 per annum
: Pretoria

REQUIREMENTS

: A Bachelor's Degree in Psychology / Social Sciences (NQF7) or relevant qualification as recognized by SAQA. Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist or South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of five (5) years' experience in Employee health and wellness of which three (3) years should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and understanding of Project

Management. Knowledge of EAPA SA standards, DPSA EHW framework and policies, Health and behavioural risks in the workplace, HIV/AIDS National Strategic Plan, HR practices and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service and Departmental procedures and prescripts. Sound planning and organizing skills, good communication skills, interpersonal skills, leadership and management Skills, Coordinating skills, Advanced counselling skills and advanced EAP skills. Computer literate. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work with difficult people and to resolve conflicts. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES

: Coordinate the implementation of wellness management programmes. Implement the Health and Wellness strategic framework. Coordinate the implementation of assessment, counselling and referral services to all vulnerable employees. Analyse individual and group needs to identify psycho-social risks and recommend interventions and action plans. Coordinate the implementation of managerial training and other related life skills training for employees. Coordinate the annual review of wellness management policies. Coordinate the implementation of HIV and TB management programmes. Coordinate the implementation of Health and Productivity Management programmes. Coordinate the implementation of Health screens of employees. Coordinate the implementation of various health awareness and education activities according to the wellness schedule and health calendar. Coordinate the compilation of Employee Health and Wellness reports, manage the appointment, a of the and management and all processes relating to external EHW service providers.

ENQUIRIES APPLICATIONS

: Mr S Nyathi Tel No: (012) 399 8693
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/22</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS33/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF6) in Human Resources Management or equivalent qualification within the relevant field. A minimum of three (3) years' experience in Service Conditions and Benefits. Experience in managing Policy on Incapacity Leave and ill - Health Retirement (PILIR) and experience in managing service termination process. Understanding of the Human Resource Management Legislations and regulatory framework. Knowledge and understanding of Public Service procedures and prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures. Knowledge of administrative procedures, project management and personnel management. Good communication skills (verbal and written). Good interpersonal skills, Supervisory and change management skills. Knowledge of policy development and implementation. Sound research, analytical, organising, planning, presentation coordination and stakeholder liaison skills. Experience in PERSAL system (certificates will be an added advantage). Ability to work under pressure and adhere to strict deadlines.
<u>DUTIES</u>	:	Manage and monitor the implementation of service benefits and conditions such as leave allowances, resettlement, medical assistance, and long service recognition in line with relevant prescripts. Ensure the successful implementation of policies on matters related to human resource management to adhere to the relevant prescripts/legislation. Conduct information sharing sessions on service benefits and conditions. Manage the performance of other remunerative work outside the public service and financial disclosures. Manage Policy on Incapacity Leave and Ill- Health Retirement (PILIR). Manage the implementation service termination process and exit interviews.
<u>ENQUIRIES</u>	:	Mr P Mpati Tel No: (012) 399 8653
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/23</u>	:	<u>MEDICAL ORDERLY: GOUGH ISLAND REF NO: OC16/2026</u> (Approximately Fifteen Months Contract)
<u>SALARY</u>	:	R487 197 per annum, (plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Gough Island
<u>REQUIREMENTS</u>	:	National Diploma / Degree in Nursing/ Certificate in Operational Emergency Care Practitioner or equivalent relevant qualification. Applicants must be registered with the HPCSA (Health Professions Council of South Africa) or SANC (South African Nursing Council.) 3-5 years relevant experience required. Experience in rural or remote medicine. Knowledge of Acute Trauma Life Support and ACLS Acute Cardiac Life Support. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as the Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter Act, Public Service Regulations Act and Labour Relations Act. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must have good verbal and written communication skills and the ability to work in a team.
<u>DUTIES</u>	:	The incumbent will be responsible for providing medical treatment to all team members during the expedition and ensure the work is according to the scope of practise regulations. Undertake minor dental and x-rays when needed. Prepare reports, do stock-takes of food and medicines. Order spares and equipment and do other common non-technical duties performed by expedition members. Ensure the food is stored according to the medical acts by maintaining high standards of food/ hygiene/ housekeeper/ linen and tailoring roles. Provide support to team leader for coordinating and training for the rescue and evacuation/ emergency procedures for the island as well as in a social role to motivate and encourage fellow team members.
<u>ENQUIRIES</u>	:	Mr R Hlophe Tel No: (021) 4937067
<u>APPLICATIONS</u>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town or email to: Recruitmentcoastal@dffe.gov.za
<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. 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 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 the technical exercise of 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 be processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. NB: The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (September 2026 to October 2027) at Gough Island. There is no option to return to South Africa before October 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late applications will be accepted
<u>POST 29/24</u>	:	<u>ASSISTANT DIRECTOR: GHG EMISSIONS MANAGEMENT SYSTEMS</u> <u>COORDINATION REF NO: CCAQ12/2026</u> (Fixed-term 3 years contract)
<u>SALARY</u>	:	R487 197 per annum, (plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Information Technology or relevant qualification as recognised by SAQA. Three (3) years' experience in the relevant field. Knowledge of information management techniques, methodologies, systems and the latest technologies. Excellent understanding of data management principles. Project management. Experience in Google Apps, spatial databases, programming and mapping technology, and utilizing cloud-based servers (Amazon, Google). Ability to gather and analyse information.

Knowledge of scientific, engineering and IT fields. Strong analytical and problem-solving skills. Ability to work under pressure. Good IT skills in networking (internet connection, routing and switching) SQL Databases, and XML/ JSON. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.

DUTIES

: Provide End User Support and Training. Troubleshoot and resolve hardware and software issues. Create and maintain documentation for systems, configurations, and procedures. Develop and implement incident response plans. Ensure System Availability and Reliability. Implement and maintain monitoring solutions to detect and address potential issues proactively. Respond promptly to system outages and other critical incidents. Collaborate with the IT security team to establish and enforce information security measures. Provide system Development and Maintenance Support. Engage with service providers for support, and maintenance of systems. Implement and maintain automation tools and scripts to streamline repetitive tasks. Identify and address system performance bottlenecks. Provide Information Management services and Data Analysis. Establish and maintain a records management system. Ensure proper documentation, retention, and archiving of records. Collaborate with climate change or GHG inventory experts to derive insights from organizational data. Develop and generate reports to support decision-making processes.

ENQUIRIES

: Mr. J Witi Tel No: (012) 399 9048

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: 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.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted

POST 29/25 : **SENIOR ADMINISTRATIVE OFFICER REF NO: CCAQ13/2026**

SALARY : R413 001 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Public Management/Office management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in office management and administration. Knowledge of administrative and procurement procedures. Understanding of public Service procedures and prescripts such as Public Finance Management Act (PFMA), Treasury Regulations and other related prescripts. Knowledge of LOGIS and BAS. Computer literacy. Planning and organizing skills, communication skills, listening and writing skills and interpersonal relations skills. Excellent knowledge of MS Office, Word, Excel and PowerPoint. Ability to compile spreadsheets and prepare budget. Ability to compile reports. Ability to gather and analyse information. Ability to work individually and in team.

DUTIES : Render chief user services. Procure goods and services for the Chief Directorate and facilitate the procurement of the stationery. Compile requisition forms (Log2) for goods and services. Capture the requisition on LOGIS. Ensure that order numbers are followed up with supply chain management. Render logistical support services. Book venues for meetings and workshops. Administer travel arrangements and handle travel claims. Provide administration support services. Arrange meetings. Prepare documents for workshops /training sessions and meetings. Management of the filing system. Render financial support services. Compile budget spreadsheet. Obtain BAS report to determine monthly expenditure status. Prepare monthly expenditure report and submit it to management. Arrange petty cash when needed. Provide inventory support services. Maintain the directorate's asset register. Update the register when new office equipment is acquired.

ENQUIRIES : Ms J Kuhn Tel No: (012) 399 9149

APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE : 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 Qualifications 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; Creditworthiness; 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/26</u>	:	<u>OFFICE ADMINISTRATOR III: REF NO: CCAQ14/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management / Office management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in office management and administration. Knowledge of administrative and procurement procedures. Understanding of public Service procedures and prescripts such as Public Finance Management Act (PFMA), Treasury Regulations and other related prescripts. Knowledge of LOGIS and BAS. Computer literacy. Planning and organizing skills, communication skills, listening and writing skills and interpersonal relations skills. Ability to compile spreadsheets and prepare budget. Ability to compile reports. Ability to gather and analyse information. Ability to work individually and in team.
<u>DUTIES</u>	:	Render secretarial support to the DDG's office. Effectively manage the diary of the DDG. Provide administrative support to the DDG's Office. Provide support with consolidation and alignment of monthly reports, Parliamentary Questions, referrals, quarterly reports, or any ad-hoc requests for inputs. Receive and distribute documents. Consolidate and submit claims. Administer leave. Provide document management support in the DDG's Office. Provide support with distribution of documents to relevant destinations. Draft internal and external memos, submissions and presentations. Manage incoming and outgoing documents. Render logistical support services. Coordinate travelling arrangements for the DDG. Submit advance request to Finance when required. Coordinate logistical arrangements for the meetings/workshop. Provide client liaison support services. Undertake proper screening of calls and management of e-mails. Provide information regarding departmental policies/strategies.
<u>ENQUIRIES</u>	:	Mr M Kekana Tel No: (012) 399 9180
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted

POST 29/27 : **SENIOR LABOUR RELATIONS PRACTITIONER: CASE MANAGEMENT AND COMPLIANCE SUPPORT REF NO: CMS34/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of two (2) years' experience in case and compliance management or relevant field. PERSAL introduction certificate. Knowledge of employee relations. Knowledge of Public Service legislation and resolutions. Knowledge of disciplinary code and procedures, grievance procedure, mediation and arbitration. Knowledge and understanding of relevant policies and procedures. Communication skills (written and verbal), planning and organization skills, report writing skills, coordination skills, conflict resolution skills, interpretation and application of legislation, policies and resolutions, programme and project management skills and computer literacy. Good interpersonal relations skills. Ability to collect and interpret information and reports. Ability to gather and analyse information. Ability to interpret & apply relevant legislation, regulations, resolutions & policies. Ability to work under pressure and work under limited supervision. Ability to work independently and in a team.

DUTIES : Manage and track all Labour Relations cases. Develop and maintain the Labour Relations case management system. Screening of all received cases. Document preparation and distribution of case documents. Receive complaints and liaise with relevant stakeholders. Facilitate and manage Labour Relations inquiries. Provide administration and management reporting compliance. Work collaboratively with case workers to ensure efficient document management. Perform analysis on relevant metrics as defined by Management and prepare compliance monthly/quarterly/annual reports. Ensure that all grievance, misconduct and dispute cases are captured on PERSAL. Facilitate the implementation of grievance rules and procedures.

ENQUIRIES : Ms. I Qaqane Tel No. (012) 399 8850
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.environment.gov.za/>

NOTE : 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/28</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: EXECUTIVE DEVELOPMENT REF NO: CMS38/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Human Resource Management/Development or relevant qualification as recognized by SAQA. A minimum of two (2) years' proven experience in the field of Human Resources Management, with a specific focus on Human Resources Development. Experience in facilitating training and the development opportunities for staff. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management legislation and regulatory frameworks. 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. 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.
<u>DUTIES</u>	:	Coordinate and implement executive coaching for managers. Facilitate the development of coaching database. Coordinate Bid Evaluation Committee meetings. Communicate with service providers. Coordinate and implement

executive development learning interventions for senior manager. Coordinate and implement executive development programmes and ad-hoc training for senior managers. Coordinate and implement learning network sessions for MMS & SMS and for level 4-10. Coordinate the Departments learning network sessions for MMS and SMS members and for level 8 and below. Coordinate and implement the induction for SMS. Coordinate and facilitate the orientation of the department. Coordinate the registration of new entrants with School of Governments. Coordinate the research requests from stakeholders (Internal and external).

ENQUIRIES
APPLICATIONS

: Mr J Moepya Tel No: (012) 399 8682
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: 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.

CLOSING DATE

: 31 August 2026, 16:00. No late applications will be accepted

POST 29/29

: **ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO:**
CMS39/2026

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum
: Pretoria
: National Diploma (NQF6) in Management Services/Operations
Management/Industrial Psychology or relevant qualification as recognised by

SAQA. One (1) year experience in Organisational Development or relevant field. PERSAL introduction certificate and the Compensate-Evaluate system will be an added advantage. Knowledge of and ability to interpret Human Resources directives, guidelines and prescripts specifically around organisational design and job evaluation. Understanding of the work-study/organisational design, job evaluation processes, business process mapping, and change management. Good communication skills (verbal and written). Good interpersonal, sound research, analytical, organising, planning, presentation, coordination, and stakeholder liaison skills. Computer literacy on packages such as Microsoft Word, Excel and PowerPoint is essential. Ability to work long hours and under pressure. Ability to work independently and in a team.

DUTIES

- : Provide support on organisational development investigations. Conduct preliminary analysis on existing functions. Coordinate meetings with stakeholders. Provide job evaluation support and compile job descriptions. Conduct job evaluation investigations. Develop and facilitate the review of job descriptions. Maintain the job description database. Provide support for business process mapping. Provide support in the development of standard operating procedures. Render support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation changes. Provide administrative support for the JE and OD functions. Facilitate logistical arrangements to meetings. Provide secretariat support to meetings.

ENQUIRIES APPLICATIONS

- : Ms Z Mahotle Tel No: (012) 399 8581
- : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

- : 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/30</u>	:	<u>OFFICE ADMINISTRATOR II: GOVERNANCE AND EXECUTIVE SUPPORT</u> <u>REF NO: ODG04/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public / Office Management, Business Management, or relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in executive support and office administration functions. Good interpersonal skills, good communication (written and verbal), decision making, analytical and organising skills. Good computer literacy with knowledge of MS Excel, MS PowerPoint, MS Word, Outlook, and the internet. Good administration, diary management, document management, email and telephone screening skills. An understanding of public service systems and procedures will also serve as an advantage. Ability to work under pressure and work independently with limited supervision. Willingness to work after hours, as and when required.
<u>DUTIES</u>	:	Render efficient secretarial support. Provide efficient and effective administrative support. Provide logistical support. Provide financial administration services management. Provide document management support. Provide Client Liaison support. Manage and maintain leave register. Perform any other administrative-related functions.
<u>ENQUIRIES</u>	:	Ms Z Maistry Tel No: (012) 399 9117
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicants must ensure that they complete all sections on the online Z83 and attach 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 Qualifications 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; Creditworthiness; 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 a performance agreement and an 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late applications will be accepted
<u>POST 29/31</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: CMS40/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Post-matric qualification and experience in service conditions and benefits will be an added advantage. PERSAL introduction certificate will serve as an added advantage. Knowledge of Human Resource Management legislation and regulatory framework (Public Service Act, Public Service Regulations and HR policies and procedures) and Batho-Pele principles. Skills required: Good communication (verbal and written) and interpersonal relations, organising and planning skills. Ability to work individually and in a team.
<u>DUTIES</u>	:	Processing of service benefits transactions on leave of absence, allowances, medical assistance, long service recognition, pension, resettlement, service termination and injury on duty. Provide advice and guidance to clients regarding the above benefits. Compile and keep databases on all matters of service benefits and conditions. Respond to client's enquiries.
<u>ENQUIRIES</u>	:	Ms D Ndlovu Tel No: (012) 399 8643
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicants must ensure that they complete all sections on the online Z83 and attach 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 Qualifications 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 a performance agreement and an 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.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late applications will be accepted
<u>POST 29/32</u>	:	<u>HOUSEKEEPING EXECUTIVE</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum Pretoria Ref No: CMS37/2026 (X2 Posts) QwaQwa Ref No: CMS38/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 9 or ABET Level 2 Certificate. Experience in rendering cleaning services will be an added advantage. Understanding one of the official languages used in the Department. Ability to work individually and in a team. Skills required: Good interpersonal relations, Communication, Sound organizing, and planning skills. Have a sense of responsibility and loyalty. Ability to work long hours voluntarily.
<u>DUTIES</u>	:	Provide cleaning service in the department, Cleaning of offices, boardrooms, kitchen, and passages, Clean the computer printer and cabinets, Provide support for meetings in the department, washing cups and filling up water bottles removing waste and disposing of the main dustbin, handling cleaning material, using the cleaning material and equipment in a prescribed manner, prepare tea and water for meetings, removing and washing cups after the meeting, maintain and update stock levels. Keep stock (cutlery, crockery, cleaning equipment, refill beverage) list and levels of cutlery and crockery. Receive and pack stock, and report faults, loss, and breakage of utensils/equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Molepo Tel No: (012) 399 8886 All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<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 Qualifications 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 a performance agreement and an 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.

CLOSING DATE

: 31 August 2026, 16:00. No late application will be accepted