

ANNEXURE D

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>CLOSING DATE</u>	:	07 September 2026, 16:00. No late application will be accepted
<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 . 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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. 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.

MANAGEMENT ECHELON

<u>POST 30/15</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CFO23/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (an all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF7) in Financial Management or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at middle/senior management level in management accounting, budgeting or public sector financial management. Successful completion of the Senior Management Pre-entry Programme as endorsed by

the National School of Government (NSG) must be submitted prior to appointment. Knowledge of the Public Finance Management Act (PFMA) 1999 (Act No. 1 of 1999), as amended; Treasury Regulations and National Treasury Instructions; Public Service Act, 1994 and Public Service Regulations, 2016; Government planning and budgeting framework; Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Adjusted Estimates of National Expenditure (AENE); Modified Cash Standard and financial reporting framework; Public sector budgeting, expenditure management and financial governance; risk management and internal control; corporate governance principles and audit processes;. Skills: Strategic leadership and management; financial management and management accounting; budget formulation and expenditure management; financial analysis, forecasting and reporting; strategic planning and policy implementation; project and programme implementation; problem solving and analytical thinking; people management and empowerment; communication (written and verbal); presentation and report writing skills; stakeholder engagement, negotiation and influencing skills; computer literacy, particular MS Excel and financial management systems.

DUTIES

: Provide strategic leadership and manage the Management Accounting Directorate. Manage the Financial Planning, Budget and Reporting in compliance with PFMA requirements (i.e MTEF, ENE, AENE and Annual budget process. Manage the development and maintenance of accounting, reporting policies, strategies and procedures. Coordinate budget allocations, review, analyse and monitor budget implementations across all programmes. Monitor expenditure, analyse spending trends and recommend corrective interventions where necessary. Coordinate in-year expenditure monitoring, financial forecasting and cash flow management. Prepare and present monthly, quarterly and annual management accounting reports for executive management and oversight structures. Ensure facilitation of Public Entities reporting requirements including providing strategic oversight and financial governance over Transfers and Subsidies budgets, planning, expenditure monitoring, financial reporting and compliance with applicable National Treasury frameworks. Provide strategic financial support for donor-funded and conditional grant-funded programmes where applicable. Provide strategic financial advice and management accounting support to departmental programmes, including environmental and EPWP initiatives. Develop and maintain management accounting policies, frameworks and standard operating procedures. Ensure compliance with the PFMA, Treasury Regulations, National Treasury Instructions, Modified Cash Standard and other applicable legislation. Coordinate response to internal and external audit findings relating to management accounting. Identify and manage financial risks and strengthen internal financial controls. Manage the Directorate's human, financial and physical resources to ensure efficient service delivery.

ENQUIRIES

: Ms V Steyn at (064) 860 9877

POST 30/16

: **DIRECTOR: MEDIA RELATIONS REF NO: CMS28/2026**

SALARY

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

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification (NQF7) in Communication or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a middle / senior managerial level in the 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. Extensive knowledge of media. Good understanding of communication. Strategic capability and leadership; people management and empowerment. Knowledge of public relations. Ability to develop and apply policies. Understanding of media liaison and monitoring. Ability to conduct online research. Project management and financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning management. Good coordination and stakeholder liaison. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

DUTIES

: Manage media relations and inter-governmental communications functions aimed at proactively managing the reputation of the department and the Ministry in the media. Manage media liaison functions. Manage media briefings

information sessions and interviews with the media. Manage the drafting and issuing of media invitations and statements. Manage the media monitoring and analysis function. Manage legislative communication programme from a media perspective. Manage media research and speech writing. Manage the drafting and publishing of opinion pieces for the department. Manage the development and implementation of media strategies and implementation plans for the department. Manage support to Ministry and the Department. Manage effective and efficient media support to Ministry. Manage the drafting of forewords for Ministry and the departmental reports. Manage the facilitation of media training workshops for departmental officials. Manage the implementation of intergovernmental communication programme. Manage Intergovernmental Relation. Participate in GCIS/GCF and other intergovernmental fora. Manage the Working Group 11 on communication. Ensure good relations with the communicators from Entities and provincial Departments.

ENQUIRIES

: Dr N Mashiyi Tel No: (012) 399 9484

OTHER POSTS**POST 30/17**: **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT
REF NO: EP18 /2026****SALARY**

: R932 292 per annum, (all-inclusive salary package)

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma (NQF6) in Public Administration/Management, Office Management or relevant qualification within the related field as recognized by SAQA. Five (5) years' experience in administration or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic coordination and planning and professional report writing. Understanding of Project management. Risk management and business planning. Knowledge of policy development and organization performance 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. Skills required: Planning, Organizing, Facilitation, Communication and technical writing skills. Advance office application such as Ms Package. Ability to collaborate effectively with stakeholders at various levels. Good interpersonal relations. Ability to work independently and in a team. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty.

DUTIES

: Manage the budget and procurement administration process of the Branch. Ensure financial control including petty cash and procurement in office of DDG. Monitor and compile monthly branch reports (expenditure, procurement and contract management). Provide strategic planning and reporting support to the Branch Chief Directorates. Coordinate and consolidate Branch inputs into Strategic Plans and APPs. Monitor and report on the implementation of Strategic and Operational Plans. Provide document management support. Implement management decisions. Quality assures all documents before submitting to DDG. Ensure provision of secretariat support. Coordinate Parliamentary questions and queries, as well as stakeholder engagements. Manage and monitor referrals of the Branch. Provide office management services to the DDG. Ensure compliance and manage reporting for office of the DDG. Ensure logistical support to office of the DDG. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database. Ensure the preparation of stakeholder communications material, including presentations, documents, profiles etc.

ENQUIRIES

: Ms P Diphaha Tel No: (012) 399 9602

POST 30/18: **CONTROL ENVIRONMENTAL OFFICER GRADE A: ADAPTATION
NATURAL RESOURCE SECTORS REF NO: CCAQ15/2026**

(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY

: R636 978 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A four-year Degree (NQF8) in Natural / Environmental Sciences or relevant qualification as recognized by SAQA plus six (6) years' post qualification

		experience in the relevant field. Knowledge of environmental, international governance and development issues (globally, regionally, locally). Knowledge of Climate Change and environmental management and related policies. Financial Management and associated prescripts. Ability to manage and plan activities, including projects and policy matters. Policy formulation skills, presentation skills, negotiation skills, planning and organizing skills, communication skills (written and spoken), Programme and Project Management skills; Writing skills, decision-making skills, report writing skills. Computer Literacy. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyze information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to collect and interpret information and reports. Interpersonal relations.
<u>DUTIES</u>	:	Support strategic partnerships with international and national stakeholders, including government departments, non-governmental organizations, private sector entities, and academic institutions. Support the United Framework Convention on Climate Change (UNFCCC) with a strong focus on the Loss and Damage (L&D) programme of work. Provide technical support on the development, resourcing and implementation of climate-related projects. Coordinate the implementation, monitoring, and review of the National Climate Change Adaptation Strategy (NCCAS) to build the nation's resilience to climate change impacts. Support the implementation and operationalization of the National Framework for Climate Services (NFCS) to ensure the provision of climate information and services to key sectors. Facilitate and support adaptation initiatives within critical natural resource sectors (Agriculture, Water, Biodiversity, Oceans & Coast) to enhance their resilience to climate change.
<u>ENQUIRIES</u>	:	Mr. T Phago Tel No: (012) 399 9172
<u>POST 30/19</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO28/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Supply Chain Management/Logistics Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Acquisition Management or a relevant field. Knowledge of: Acquisition management, procurement and business practices; strategic planning and budgeting. Ability to establish acquisition management systems and controls. Ability to control and manage assets of the department. Ability to develop and apply policies. Ability to gather and analyze information. Ability to control and manage assets of the department. Problem identification and solving skills. organization and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management.
<u>DUTIES</u>	:	Implementation of Chapter 16A OF Treasury Regulations. Check and verify approval for outsourcing of goods/services. Publish all bids received on the departmental website and Government Tender Bulletin. Receive specifications/TOR for advertisement of projects. Provide technical support on Bid Specification Committee and Bid Evaluation Committee for procurement of goods/services and profession services. Ensure terms of references or specifications are in line with Treasury Regulations. Render secretariat services to the Departmental Adjudication Committee (DAC).
<u>ENQUIRIES</u>	:	Mr H Muthabo Tel No: (012) 399 9055
<u>POST 30/20</u>	:	<u>ASSISTANT DIRECTOR: SCM PERFORMANCE AND COMPLIANCE REVIEW REF NO: CFO29/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Finance/Accounting/Auditing/Supply Chain Management/ Commerce or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) in reviewing or auditing Demand and Acquisition Management within Supply Chain Management in the Public Service. Knowledge of: Acquisition and contract management, procurement and business practices; Knowledge of administration and coordination of the governance meetings. Ability to establish Demand and acquisition

		management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Problem identification and solving skills. organization and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management.
<u>DUTIES</u>	:	Review all procurement documentation related to the RFP/RFQ process prior to finalizing awards decisions to ensure full compliance with SCM legislation and prescripts. Ensure detailed documentation and verification reviews at all stages of supply chain from need identification to need satisfactions. Monitor compliance to Supply Chain Policy and Procedures, PFMA and its Regulations. Verify compliance to norms and standards, National treasury, circulars and instruction notice. Verify compliance to norms and standards, National treasury, circulars and instruction notice. Assess the contract management process and conduct spot checks to detect non-compliance for corrective action plans. Ensure sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).
<u>ENQUIRIES</u>	:	Mr B Matshotshi Tel No: (012) 399 9079
<u>POST 30/21</u>	:	<u>OFFICE ADMINISTRATOR II CHIEF DIRECTORATE: PROTECTED AREAS SYSTEMS MANAGEMENT REF NO: BC17/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Office Management/Public Management or relevant qualification within the related field as recognized by SAQA. A minimum of one (1) year experience in executive support and office administration function. Good Understanding of administration. Knowledge of diary management and minutes taking. Experience in document management. Skills require: Good interpersonal relation, Communication (written and verbal), Coordination and organising skills. Good computer literacy (MS Word, Excel, PowerPoint, Outlook and internet). Ability to screen telephone. 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. Manage the Chief Director's diary accordingly. Provide efficient and effective administrative support. Distribution of any correspondence to the officials in the directorate. Provide logistical arrangements for meetings in the office of the Chief Director. Provide logistical support. Make travel and accommodation arrangements for the Chief Director and for the chief directorate. Receive internal and external stakeholders for the Chief Director. Provide financial administration services management. Provide support on the management of the entertainment budget for the office
<u>ENQUIRIES</u>	:	Ms T Tshabalala Tel No: (012) 399 9519/9545
<u>POST 30/22</u>	:	<u>PROVISIONING ADMINISTRATIVE CLERK: ASSET MANAGEMENT REF NO: CFO25/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Limpopo (Makhado)
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Post matric qualification and experience in asset management will be an added advantage. Knowledge of; Procurement procedures, administrative procedures, Financial Management, Public Service procedures and prescripts and Departmental policies and procedures. Good communication skills and Computer literacy. Ability to apply policies, Ability to communicate with people at different levels and Ability to work individually and in team.
<u>DUTIES</u>	:	Maintenance of asset register and allocation of barcodes. Check correctness of all documentation against the inventory received and receive assets on RCRI. Ensure correctness of all documentation against received inventory. Conduct Annual Asset Verification and quarterly Spot Checks. Disposal and donation of redundant/obsolete furniture and equipment. Capturing of movement of assets and maintenance of official Notebooks.
<u>ENQUIRIES</u>	:	Mr T Molokwane Tel No: (012) 399 8811