

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>	:	21 September 2026, 16:00. No late applications 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, 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 being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

<u>POST 32/31</u>	:	<u>SCIENTIST SPECIALIST: SMALL PELAGIC FISH AND FISHERIES REF NO: FIM 24/2026</u>
<u>SALARY</u>	:	R1 570 212 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	PhD (NQF Level 10) in Science /Natural or relevant qualification within the related field as recognized by SAQA. A minimum of ten (10) years relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a Professional Natural Scientist. Theoretical and/or practical

knowledge of fisheries and biological research activities. Small pelagic fish and fisheries resources and sustainable management thereof. Scientific methodologies and models. Scientific research and development. Data analysis and statistics with a strong quantitative focus. Marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Research and development. Knowledge of current states and trends in fisheries research and management (globally). Statistical analysis of data and statistical programming languages. Knowledge of legal compliance. Scientific presentation. Recognized level of expertise. Mentoring, Research and development. Programme and project management. Strategic capability and leadership. Planning, organising and execution. Financial management. Conflict management and People management. Ability to identify research gaps and develop an appropriate research programme. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work under pressure and submit documents to local and international fora within required timeframes. Ability to work long hours voluntarily, under extreme pressure, individually and in a team. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict. Ability and willingness to work at sea.

DUTIES : Perform scientific analysis and regulatory functions: lead, oversee, perform scientific functions and provide strategic research direction that results in knowledge accumulation, progress in scientific applications and technology, relating to small pelagic fish and fisheries. analysis of scientific data (statistical analysis and modelling) fisheries stock assessment on a broad range of fisheries resources; Apply Operational Management Procedures to generate information and scientific advice for sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures: Identify gaps and develop appropriate interventions; Develop working relations with fisheries industry, small scale fisheries, all fisheries right holders. Research and development: Conduct basic and applied research on fisheries stock assessment and management procedures; Perform research/literature studies to improve expertise; Publish and present research findings. Provide scientific support and advice: Provide scientific data, information and advice when required; Develop scientific advice and documentation for sustainable fisheries management. Human capital development: Train, mentor and develop junior personnel on data-analysis related queries; Supervise scientific work and processes. Supervise scientific data archiving and retrieval as appropriate.

ENQUIRIES : Ms Zimasa Jika at 082 332 7943

POST 32/32 : **ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (X3 POSTS)**

SALARY CENTRE : R605 742 per annum
: Northern Cape, Kimberley Ref No: FOM56/2026
: Western Cape, Bellville Ref No: FOM57/2026
: Mpumalanga, Nelspruit Ref No: FOM58/2026

REQUIREMENTS : National Diploma (NQ6) in Forestry or Developmental Studies or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel.

DUTIES : Provide technical advice and support in terms of greening programmes or initiatives. Promote partnerships between government, Non-Government Organisations (NGOs) and private individuals and communities to ensure long term commitment to land under forestry programmes. Promote sustainable use of natural resources on indigenous forest areas on both communal and privately owned land through partnerships with interested and affected parties. Coordinate and facilitate forestry greening and livelihood programmes and

		projects. Facilitate the implementation of greening initiatives (Ten Million Trees) programmes. Provide technical support in the development of business plans and source funding for enterprise and livelihoods projects. Facilitate the integration of Forestry Development into Local, Provincial and National Government Development spheres. Participate in the Comprehensive Rural Development and Urban Renewal Programmes. Render support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme.
<u>ENQUIRIES</u>	:	Western Cape: Mr M Falitenjwa, Cell No: 082 537 5090 Northern Cape: Ms S Lubanga, Cell No: 060 973 1792 Mpumalanga: Ms T Lithole, Cell No: 072 211 7272
<u>POST 32/33</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: PRIORITISED INFRASTRUCTURE PROJECTS 1 REF NO: RCSM25/2026</u>
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant qualification within the related field as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Experience in processing EIA decisions and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an added advantage. EAPASA registration, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure as well as willingness to travel long distances. Must have a valid Driving license.
<u>DUTIES</u>	:	Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Assist in administration and monitoring compliance with environmental authorisations issues. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.
<u>ENQUIRIES</u>	:	Mr C Agenbach Tel No: (012) 399 9403
<u>POST 32/34</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM22/2026</u>
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Sea Point Aquarium)
<u>REQUIREMENTS</u>	:	Honours Degree (NQF Level 8) in Environmental Management or relevant qualification as recognized by SAQA. Must have a minimum of three (3) years' experience in the relevant field. Knowledge of the Marine Living Resource Act ,1998, South African food and consumer safety legislations related to aquaculture. Knowledge and experience in laboratory audit procedures. Experience in laboratory instrumentation and techniques, sample collection and data analysis. Understanding of aquaculture and food safety controls. Experience in policy and legislation development. Experience in administrative procedures and database development and management. Skills in project and contract management.

<u>DUTIES</u>	:	Monitor compliance in terms of aquaculture enabling legislation related to food safety. Ensure compliance of authorised marine aquaculture farms with the Aquaculture Marine Fish Food Safety Programme through the ongoing monitoring of shellfish biotoxins, microbiological quality and phytoplankton levels. Monitor and ensure full compliance with relevant laboratories with AMFFSP shellfish monitoring requirements. Render technical advice in drafting and implementation of aquaculture enabling legislation, regulations, policies, food safety programmes and permit conditions. Provide industry stakeholders with technical guidance relating to AMFFSP. Contribute to the drafting of standards/ guidelines and AMFFSP related documents. Finalise and distribute National Regulator for Compulsory Specifications (NRCS) sampling schedule. Contribute to the drafting of MoUs, agreements and contracts in terms of the AMFFSP, as required and manage their implementation, including participation in relevant Project Management Committee meetings. Promote environmental education and awareness related to the Aquaculture Marine Fish Food Safety Programme. Draft food safety reports. Provide inputs into the Aquaculture Yearbook. Organize and undertake site visits to operational marine aquaculture farms and compile reports. Represent the Department and the Food Safety Unit in meetings related to the AMFFSP and related workshops and conference including SPS-TBT meetings and the Aquaculture Industry liaison meetings. Perform administrative and related functions for the Aquaculture Marine Fish Food Safety Programme. Ensure that food safety officials are trained on the job and are being mentored in terms of the AMFFSP requirements.
<u>ENQUIRIES</u>	:	Mr. A Njobeni at (082) 924 0101
<u>POST 32/35</u>	:	<u>ASSISTANT DIRECTOR: FOREST MANAGEMENT PLANNING REF NO: FOM46/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Forestry or relevant qualification within the related field as recognized by SAQA. A Minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) (NFA) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) (NVFFA) including other relevant Environmental legislations such as NEMBA and NEMA. Knowledge of Principle, Criteria, Indicators and Standards (PCIS). Knowledge of silviculture and harvesting operation. Knowledge in collection of enumeration data, Forestry planning system, forestry management in the forestry finance/economics. knowledge of Modified Cash Standard. Good Knowledge of governmental administrative procedures (Public Service regulation, Public Service Act, PFMA and National Treasury Regulations, Labour Relations). Sound knowledge of policy development. Intergovernmental and stakeholder relations. Project and programme management. Financial Management. Ability to plan, organize and execute under pressure. Good Communication skill and interpersonal skill. Ability to lead multidisciplinary teams. facilitation and negotiation skills. Computer literacy. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Maintain forest central master growing stock database using Microforest system. Create, modify and disable user account on the Microforest system. Monitor user account activities and report unusual activities to management. Perform a quarterly review of user account for validity. Compile and review Audit Trail Reports. Compile tactical harvesting plans for all plantations in the region by using Microforest tactical planning system. Conduct site visits and coordinate re-mapping of plantations through Geographic Information System (GIS) support services. Supply geographic information to management for annual production planning. Compile forest growing stock management plan. Coordinate and updating of plantation maps and alpha numeric data. Collect and analyse data from regions. Conduct valuation of biological assets. Compile valuation working document and disclose note to submit to Directorate: Financial Management. Calculate cost value and standing value of biological assets (age class and volume summaries). Prepare and provide all documentation (biological assets valuation pack) used for compiling Asset Valuation report to the office of the Auditor General (AG). Analyse and follow up on AG's finding during field verification audits. Develop action plan with regions to address AG recommendations or outcome. Procure the Forestry Detailed Analysis and Cost Benchmark Report document from Forest Economic Services. Conduct technical forest audits. Conduct stock

		enumerations. Schedule enumeration training and train the enumeration teams. Manage processing and auditing of enumerations according to the policy. Analyse and correct processed enumeration data.
<u>ENQUIRIES</u>	:	Ms. T Dlungwana Tel No: (012) 309 5705
<u>POST 32/36</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: CFO27/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Supply Chain Management or relevant field. Knowledge of Procurement and business practices, strategic planning and budgeting. Ability to control and manage the acquisition of services and Demand Plan of the department. Ability to develop, interpret and apply policies, strategies and legislation. Ability to gather and analyse information. Ability to work individually and in a team. Problem identification and solving skills. Organisation and presentation skills. Interpersonal and diplomacy skills, decision-making skills, negotiation and conflict management.
<u>DUTIES</u>	:	Ensure proper administration and coordination of approved Procurement Plan. Facilitate the submission of procurement plan to National Treasury by 31 March each year. Ensure proper coordination of drafting terms of reference/specification. Provide support to line function for the approved initiation of the procurement process. Manage the nominations of suppliers from CSD for RFQ for all compliant user request within 3 working days receipt. Consolidate and submit the quarterly reports of procurement plan Execution. Facilitate the submission of inputs for MPAT. Conduct Suppliers and chief user's workshop.
<u>ENQUIRIES</u>	:	Ms Felicia Maleho Tel No: (012) 399 8577
<u>POST 32/37</u>	:	<u>ASSISTANT DIRECTOR: NURSERY MANAGEMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM60/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Limpopo (Rusplaas)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Forestry/ Environmental Science/ Natural Resources Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of Housing Management, and Operations Management. Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. Client Orientation and Customer Focus. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Manage plant production activities. Develop and implement annual plan of operation. Ensure seed collection, treatment and storage. Ensure propagation of good quality seedlings. Ensure tendering and watering of plants. Oversee continuous production and maintenance of the Nursery. Ensure maintenance of the infrastructure, transplanting of seedlings and fertilising and watering plants. Manage the implementation of control programs for weeds, insects, pests and diseases. Render support on the implementation of greening programme. Provide support for the coordination of activities on Forestry Awareness Campaign and Empowerment. Conduct awareness campaigns and greening information sessions. Distribute trees and promotional materials. Coordinate and monitor tree planting and monitor survival of trees. Provide general administration support services. Name, tag and count all the plants. Ensure revenue collection in line with Standard Operating Procedures. Provide support during stocktaking at the Nurseries. Provide information to the Public. Ensure that production materials are procured. Compile reports as required. Develop and maintain database for trees inventory.
<u>ENQUIRIES</u>	:	Ms T Lithole, Cell No: 072 211 7272

POST 32/38 : **SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: CFO26/2026 (X2 POSTS)**

SALARY : R413 001 per annum
CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in Supply Chain Management or relevant field. Knowledge of demand management process, procurement and business practices. Ability to control and administer database of the department. Ability to work individually and in a team. Ability to work with difficult people and problem identification to resolve conflicts. Organisation and presentation skills. Interpersonal and diplomacy skills, decision-making skills, negotiation and conflict management.

DUTIES : Coordinate the administration of the Approved Procurement Plan. Facilitate the submission of procurement plan to National Treasury. Administer and coordinate the drafting of terms of reference/specification. Administer and coordinate the drafting of terms of reference/specification. Administer and coordinate an effective and compliant quotation administration to ensure efficient service delivery. Facilitate the administration and conducting of price negotiations with service providers. Report on the procurement plan execution submitted on time. Report on execution of the procurement plan to National Treasury. Coordinate and conduct supplier workshops.

ENQUIRIES : Ms Felicia Maleho Tel No: (012) 399 8577

POST 32/39 : **SENIOR FORESTRY REGULATION OFFICER (X2 POSTS)**

SALARY : R413 001 per annum
CENTRE : Mpumalanga / Limpopo Ref No: FOM68/2026
 Eastern Cape Ref No: FOM67/2026

REQUIREMENTS : National Diploma (NQF Level 6) in Forestry or Environmental Management/Sciences or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years' experience in Forestry or relevant field dealing with natural vegetation. Knowledge of National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998). Computer Literacy. Excellent communication skills (verbal, presentation and report writing). Interpersonal relations skills. Ability to apply policies. Ability to work independently and in a team. Ability to work under pressure, and conflict management and resolution. Ability to collect and interpret information and reports. A valid Driving License and willingness to travel.

DUTIES : Implementation of National Forests Act (NFA). Processing and administration of NFA licenses for all forms of forest resources and protected trees. Monitor compliance. Ensure enforcement of the Acts. Evaluation of Environmental Impact Assessments (EIA) affecting natural forests and protected trees. Implementation of National Veld and Forest Fires Act (NVFFA). Establish and coordinate processes for formation and amalgamation of Fire Protection Associations (FPAs). Promote the well-being of FPA's. Implementation of integrated veld fire management plans. Ensure effective planning and support of relevant operations. Organize, facilitate, and coordinate stakeholder participation. Implementation of awareness campaigns on the NFA and NVFFA and provide information services. Provide administration support services within the Unit. Compile and submit monthly and quarterly reports.

ENQUIRIES : Mpumalanga/Limpopo: Ms. N Mudau, Cell No: 0665660640
 Eastern Cape: Mr. T Vetsheza, Cell No: 0663750153

POST 32/40 : **OFFICE ADMINISTRATOR III REF NO: FOM72/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF level 6) in Office Management / Public Management or relevant qualification within related field as recognised by SAQA. A minimum of two (2) years' experience in Administration/Office environment or related field. Knowledge of administration procedures. Knowledge of financial and project management. Knowledge of Public Service and departmental procedures and prescripts. Knowledge of Batho Pele Principles. Knowledge of

		minutes taking. Computer literacy. Sound organising and planning skills. Presentation and facilitation skills. Communication skills (written and verbal). Interpersonal skills. Ability to work long hours voluntarily. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Ability to work with limited supervision. Ability to share knowledge.
<u>DUTIES</u>	:	Render secretarial support to the DDG's office. Ensure no clashes of dates and confirm all appointments prior to the appointment. Diaries all appointments for the DDG's. compile minute during the DDG's meetings and ensure distribution thereof. Provide administrative support to the DDG's Office. Administer leave. Provide support with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any ad-hoc requests for inputs. Receive and distributing confidential documents. Provide document management support in the DDG's Office. Draft correspondence Record all incoming and outgoing correspondence from the DDG in the register book. Drafting and amending of submissions where required and compiling of reports. Render and coordinate logistical arrangement support services for the DDG. Coordinate logistical arrangements for the meetings/workshop (confirm the date, time, and venue for the meeting). Obtain petty cash for purchasing of refreshments. Provide Client Liaison support services. Undertake proper screening of calls and management of e-mails. Provide response to the queries and handle classified documents according to the security regulations. Internal liaising with officials to provide good response to the queries.
<u>ENQUIRIES</u>	:	Ms. B Shibambo, Cell No: 060 973 2176
<u>POST 32/41</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO FIM23/2026</u>
<u>SALARY</u>	:	R357 597 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Sea Point Aquarium)
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF Level 7) or National Diploma (NQF Level 6) in Environmental Management/ Natural Science as recognized by SAQA. Must have a minimum of one (1) year experience in Natural Science or related field. Knowledge of the Marine Living Resource Act ,1998, and Public Finance Management Act. Knowledge of environmental management principles, laboratory procedures and data analysis. Understanding of environmental impact assessment and environmental monitoring for aquaculture. Experience and knowledge of policy and legislation development. Knowledge of project management. Skills in planning and execution.
<u>DUTIES</u>	:	Implement integrated coastal and inland fisheries management by providing input into the process of developing guidelines, risk assessments and designating aquaculture development zones. Contribute to bid processes for aquaculture development and monitoring projects. Provide inputs into programmes and guidelines for sustainable aquaculture development and environmental monitoring. Provide technical advice for aquaculture development zone aquaculture management committees and consultative forum in terms of environmental management and monitoring of the environment. Provide technical inputs and advisory for integrated environmental management relate to aquaculture. Contribute to the amendment and development of legislation in the context of environmental management pertaining to aquaculture. deliver presentations on aquaculture and create posters for awareness purposes. Provide support to facilitate integrated pollution and waste management for finfish farms. Provide advice to existing/new entrants into aquaculture. provide inputs into the development of awareness and educational materials for aquaculture and dissemination of information as required. Perform administrative and related functions. Contribute to monthly technical reports for the sub-ordinate in terms of environmental monitoring, including challenges/blockages where applicable to be addressed. Obtain, validate farm data related to environmental carrying capacity for aquaculture zones and assist with data capturing.
<u>ENQUIRIES</u>	:	Mr. A Njobeni at (082) 924 0101
<u>POST 32/42</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: FOM07/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Public Management / Office Management or relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in Administration / Office Environment or a related field. Knowledge of administrative/clerical procedures. Knowledge of Logis and BAS. Financial and Procurement Procedures. Knowledge of departmental procedures and prescript/policies. Computer literacy. Sound organising and planning skills. Good communication skills (Verbal and Written). Ability to prioritise workload. Ability to work long hours voluntarily and under extreme pressure. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Directorate. Arrange meetings and make bookings for conferences and workshops. Make travel arrangements for the Director. Maintain and oversee the filing system of the Directorate. Provide financial administration support to the Directorate. Procure goods and services using approved procedures. Ensure that orders are created, and invoices are paid timeously. Provide administration support to the Directorate. Compile documents in preparation for quality assurance visits to projects. Prepare files for submission approval. Provide inventory support to the Directorate. Maintain and update the Directorate's asset register.
<u>ENQUIRIES</u>	:	Ms M Phaahle, Cell No: 066 487 7030
<u>POST 32/43</u>	:	<u>ADMINISTRATION CLERK REF NO: ODG05/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A post-matric qualification and relevant experience in administration will be an added advantage. Knowledge of administrative procedure. Knowledge of public service prescripts and procedures. Knowledge of procurement policies and procedures. Thorough knowledge of financial management and supply chain management procedures. Computer literacy. Good communication skills (written and spoken). Report writing skills. Good interpersonal relations skills. Sound organising and planning skills. Ability to work long hours voluntarily and plan under pressure. Ability to gather and analyse information. Ability to adhere to policies, work independently, and work in a team.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Directorate: receive and register incoming and outgoing correspondence. Liaise with public entities in relation to the submission of Strategic Plans, Annual Performance Plans, and Shareholder Compact. Conduct the preliminary analysis of the draft performance plans against the guidelines. Arrange monthly and quarterly meetings for the Directorate. Assist with the draft minutes of the Directorate meetings and follow-up on the action list. Send out reminders to public entities for the submission of the quarterly performance reports and the Portfolio Committee presentations. Distribution of the Portfolio Committee presentation and Parliamentary questions to the public entities. Sent correspondence to the public entities and follow up on outstanding matters. Assist with petty cash requests and procurement of goods and services. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Consolidate and facilitate travel claims for the Directorate. Maintain and oversee the filing system of the Directorate. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly financial and non-financial performance reports for the Directorate.
<u>ENQUIRIES</u>	:	Ms K Lephogole Tel No: (012) 399 9893 / Mr M Madingwane Tel No: (012) 399 9880
<u>POST 32/44</u>	:	<u>ADMINISTRATION CLERK: GREENING AND LIVELIHOODS REF NO: FOM50/2026)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Northern Cape (Upington)
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) certificate. No experience required. Basic Knowledge of Public Services Regulation and PFMA. knowledge of procurement processes. Organizing and planning skills. Record keeping skills. Computer skills and communication skills. Good interpersonal relations skills. Ability to communicate with people at different levels. Ability to apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability

		to work with difficult people and ability to resolve conflicts. Be responsible and have sound work ethics.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and information. Update registers and render administrative services. Handle routine enquiries, make photocopies, receive, or send emails. Distribute documents / packages to different stakeholders as a need arises. Maintain the filing system for the office. Type documents and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the office. Provide supply Chain Clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Keep and maintain asset register of the component. Provide logistical support services. Keep and maintain leave registers, personnel records and attendance register for the office. Facilitate bookings for travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Verify correctness of subsistence and travel claims of officials, vehicle documents and submit to managers for approval. Handle telephone accounts and petty cash for the State Nursery and Regional Office.
<u>ENQUIRIES</u>	:	Mr. S Vutha, Cell: 063 750 3771
<u>POST 32/45</u>	:	<u>FORESTY SERVICE AID: WOODLANDS INDIGENIOUS FORESTMANAGEMENT REF NO: BC16/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum KwaZulu Natal (Mzimkhulu Estate) Grade 09 (NQF level 1) or equivalent qualification. No experience required. Knowledge of planting, firefighting, coppice reduction Communication skills, interpersonal skills and listening skills. Planning and execution, Interpersonal relations, acceptance of responsibility, teamwork and self-discipline.
<u>DUTIES</u>	:	Render Silviculture functions within plantations and indigenous forests. Rehabilitate degraded sites. Conduct the marking of plots, counting and marking of trees, coppice reduction. Update the variety of registers regarding the aspects of work, planting, weeding/manual/chemical, maintain conservation zones, removal of alien species. Perform fire protection and suppression duties. Control pest/ weed infection, protect infrastructure. Infrastructure maintenance. Render harvesting services: conduct log marking and pole measuring. Propagate plants and trees: conduct record keeping of plants/trees. Produce and process poles, cutting/drying/treatment of poles, provide support in selling poles.
<u>ENQUIRIES</u>	:	Mr GW Mnguni at 066 165 6908
<u>POST 32/46</u>	:	<u>GROUNDSMAN: GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT LIMPOPO REF NO: FOM53/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum Limpopo (Rusplaas Nursery, Lebowakgomo) Grade 09 (NQF level 1) or equivalent qualification. No experience required. Knowledge of National Forestry Act 84 of 1998, National Veld, Fire Forestry Act 101 of 1998 (NVFFA) and Occupational Health and Safety Act. Problem solving skills. Interpersonal skills. Ability to work long hours voluntarily, work individually and in a team. Good interpersonal relations skills, creativity, and ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Perform routine activities in respect of grounds, irrigate and water plants lawns. Conduct weeding and weed control. Prune and trim plants, performance cutting, seeding and transplanting of plants. Mow lawns, dispose of organic waste, dig compost, dig, spray and maintain seedling beds and edges. Perform general routine activities in respect of infrastructure support. Seeds collection. Cleaning of seeds. Seed pre-sowing treatment. Preparation of seedling trays. Sowing of seed. Preparation and sowing of cuttings. Ensure planting and transplanting of seedlings and trees. Filling of planting bags with soil. Prepare space in beds for transplanting. Transplanting of seedling from trays to bags. Transplanting of trees from small to bigger bags. Packing of transplanted trees. Provide general labour in the nursery. Mixing of sand and compost. Manual and chemical weed control. Irrigation of seedlings and trees. Assist with stocktaking. Tagging of plants correctly. Check seedlings and plants for pests

and diseases. Assist the customers coming to buy trees. Responsible for the tools allocated. Report any damage in the nursery to the Foreman. Ensure the use, cleaning and basic maintenance of tractor and dumper. Move sand and compost to the tables or beds. Move seedlings, crates and tree. Keep equipment and machinery clean after use.

ENQUIRIES

: Ms. Tshepo Ramasobana at 066 282 5094