

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>	:	05 October 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS 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 assessment to assess cognitive capabilities, behavioural preference, 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 34/33</u>	:	<u>DIRECTOR: LAW REFORM REF NO: RCSM34/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF7) in Law or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience at middle or senior managerial level in Law reform. Successful completion of the Senior Management Pre-entry Programme, as endorsed by the National School of

Government (NSG), must be submitted prior to appointment. Experience in the legislation and policy development process. Knowledge: public service and departmental policies, legislation and procedures; environmental, administrative and mining legislation; research methodologies and presentation skills; legal administration; strategic coordination/planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills and Competencies: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership; programme and project management; change management; knowledge management; service delivery innovation (SDI); problem solving and analysis; people management and empowerment; client orientation and customer focus; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's license.

DUTIES

: Provide legislative support (drafting, vetting and commenting on Bills, policies and subordinate legislation) to the Department. This includes drafting and legally vetting Policies, Bills, Regulations, Notices, Strategies, Plans, Norms, Standards and related workflows. Review Socio-Economic Impact Assessments (SEIAS) Reports. Review Comments and Responses Reports (CRRs). Taking Bills and some sub-ordinate legislation through the Cabinet process, Parliamentary process and engagements with the Office of the Chief State Law Advisor, and Parliamentary Legal Advisors. Provide legal support (legal opinions/advice/research on legislation administered by the department, submissions, briefing documents, responses to the public, media statements Parliamentary questions, support to interpretation queries and subordinate legislation). Legally vet applications for exemptions, authorisations, licenses and permits. Manage Delegations Register for the Department. Participate and represent the Department in forums, committees, meetings, and related stakeholder platforms. Coordinate law reform and policies through the Intergovernmental Relations (IGR) Process. Management of the Directorate including the performance of the staff, attend management meetings and financial management.

ENQUIRIES

: Mr S Kobese Tel No: (012) 399 9351

OTHER POSTS

POST 34/34

: **DEPUTY DIRECTOR: FOREST SECTOR CHARTER COORDINATION REF NO: FOM42/2026**

SALARY CENTRE REQUIREMENTS

: R1 101 468 per annum, (all-inclusive salary package)
: Pretoria
: National Diploma (NQF Level 6) or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in the forestry sector, of which three (3) years must be at an Assistant Director level or equivalent supervisory / management level. Experience in stakeholder coordination, policy implementation, programme management or transformation within the forestry sector will be an added advantage. Knowledge and understanding of project and programme management, the Public Finance Management Act (PFMA), Treasury Regulations, the Public Service Act and Public Service Regulations. Knowledge and understanding of the National Forests Act, 1998 (Act No. 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), the National Environmental Management Act (NEMA), the National Environmental Management: Biodiversity Act (NEMBA), the Promotion of Administrative Justice Act (PAJA), and other relevant environmental legislation. Knowledge of data management, analysis, monitoring and reporting. Good understanding of the forestry sector and transformation initiatives. Excellent project and programme management, planning and organising, communication (written and verbal), report writing,

	financial management, analytical and problem-solving, facilitation, negotiation, stakeholder management, leadership, conflict management and computer literacy skills. Ability to develop and implement policies and programmes, work independently and as part of a multidisciplinary team, work effectively under pressure, manage competing priorities, and resolve conflict. Good interpersonal relations, creativity, integrity, honesty and a high level of ethical conduct. Willingness to work extended hours when required. A valid driver's licence and willingness to travel extensively.
<u>DUTIES</u>	: Coordinate the implementation of the Forest Sector Charter, ensuring effective implementation of the Charter's transformation targets and sector commitments. Coordinate the implementation and monitoring of the Forestry Sector Masterplan relating to transformation initiatives and Government Charter Undertakings. Develop and monitor policies and strategies that support the Forest Sector Charter. Interface with the Forestry Sector Charter Council and other stakeholders, act as the focal point for engagement with government, industry, labour and community representatives regarding the Charter, and coordinate community outreach and awareness programmes. Oversee and manage the submission of business plans, reports and funding for the Forestry Sector Charter Council, develop, maintain and manage the Forest Sector Charter and transformation database to support the implementation, monitoring and reporting of transformation initiatives. Ensure accurate documentation and record-keeping in alignment with the Public Finance Management Act (PFMA) and other governance requirements. Ensure compliance to legislation, policies and prescripts related to the Forest Sector Charter, manage allocated budgets for Charter-related programmes and ensure efficient use of financial resources. Manage compliance with relevant legislation, including the National Forests Act, 1998 (Act No. 84 of 1998), the National Environmental Management Act (NEMA), the National Environmental Management: Biodiversity Act (NEMBA), the National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), and Public Service Regulations.
<u>ENQUIRIES</u>	: Ms. S Dzivhani, Cell No: 0721979264
<u>POST 34/35</u>	: <u>DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT</u> <u>REF NO: RCSM35/2026</u>
<u>SALARY</u>	: R932 292 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: National Diploma (NQF6) in Information Science, Knowledge Management or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience in Knowledge and Information Management environment, of which at least three (3) years should be at entry/junior management level (Assistant Director level or equivalent). Understanding of knowledge management frameworks, strategies, policies, implementation plans, governance instruments, practices and systems. Knowledge of relevant public-service legislation, directives, prescripts and departmental procedures. Understanding of knowledge management maturity assessments, monitoring and evaluation, change management, organisational learning, knowledge sharing, knowledge harvesting, and knowledge retention approaches. Knowledge of electronic knowledge management systems, digital information-sharing platforms, evidence management and reporting requirements. Strategic planning, leadership, people management, project management, change management, policy development and implementation, monitoring and evaluation, stakeholder engagement, research, analytical, problem-solving, negotiation and conflict-resolution skills. Good verbal and written communication, report-writing, presentation, facilitation, coordination, planning and organising skills. Computer literacy and the ability to work independently, under pressure and as part of a multidisciplinary team. A service-oriented approach, sound interpersonal relations, initiative, integrity and a strong sense of responsibility.
<u>DUTIES</u>	: Manage the development, implementation, monitoring and review of the Department's knowledge and information management frameworks, strategies, policies, plans, protocols, guidelines, standard operating procedures and supporting governance instruments. Conduct and manage knowledge management maturity assessments. Develop, implement, monitor and update the Department's knowledge management implementation plan, knowledge management Policy, knowledge management strategy, change management plan and monitoring and evaluation plan. Ensure alignment of knowledge management frameworks and strategies with DPSA directives,

departmental strategic objectives and emerging good practices. Manage the implementation and institutionalisation of knowledge management programmes, initiatives, systems, and interventions that promote knowledge sharing, retention, accessibility, and utilisation across the Department. Coordinate communities of practice, After action reviews, brown-bag sessions, knowledge-harvesting and knowledge-retention processes. Facilitate knowledge management awareness-building and capacity-building initiatives. Promote a departmental knowledge-sharing culture through appropriate change-management interventions. Identify and implement electronic systems and digital platforms that support knowledge and information management. Monitor and evaluate the effectiveness and impact of knowledge management interventions and recommend improvements. Manage knowledge management governance structures, stakeholder engagement and compliance processes. Coordinate the establishment and operation of knowledge management governance structures in line with DPSA directives and departmental requirements. Manage the preparation, recording, quality assurance, approval and implementation of resolutions and decisions taken by knowledge management governance structures. Coordinate meetings of knowledge management governance structures. Represent the Department at the national DPSA knowledge management forum and other relevant knowledge management forums and platforms. Manage monitoring, evaluation and reporting on the implementation of knowledge management initiatives, plans and strategies. Manage the compilation and submission of annual, quarterly and ad hoc knowledge management reports. Facilitate consultation and reporting to the Department's knowledge and information management forum and other relevant governance structures. Manage the collection, verification, and maintenance of evidence to support knowledge management implementation. Coordinate the submission of knowledge management implementation reports and supporting evidence through the DPSA online system.

ENQUIRIES

: Ms A Mampye Tel No: (012) 399 9263

POST 34/36

: **CONTROL ENVIRONMENT OFFICER GRADE A: NATIONAL INFRASTRUCTURE AUTHORISATION REF NO: RCSM24/2026**

SALARY
CENTRE
REQUIREMENTS

: R636 978 per annum, (OSD)

: Pretoria

: A recognised Four (4) year degree in Environmental Management/ Science or Natural Science or equivalent qualification (NQF 8) in a related field coupled with Six (6) years post qualification experience. Appropriate experience in the application of National Environmental Management Act (Act 107 of 1998) (NEMA), as amended, NEMA Environmental Impact Assessment Regulations 2014 (GN No, R982 of 4 December 2014, as amended) and National Environmental Management Waste Act. Knowledge of EIA Regulations, the integrated environmental management and its application. Extensive knowledge of sustainable development ideals and objectives, and all associated integrated environmental management instruments and tools. Understanding of the policy and legislative framework governing environmental management in general and legislative process. Experience in the administration and review of EIA's and the dynamics of EIA's administration systems. Applicants must have the following skills: Advance computer skills, Project management skills, report writing skills and good communication skills (written or oral). Applicants must be able to work individually and in a team, and must have the ability to work under pressure without supervision. Applicants must be willing to travel extensively and have a valid driver's license.

DUTIES

: Administer the environmental authorisation system in terms of NEMA and NEMWA related to all national developments. Review EIA reports and recommendations made by Case Officers. Review and process a Section 24G and 30A applications in terms of NEMA and its Regulations, 2014 as amended. Establish and/or maintain relationships with key stakeholders on a monthly or bi-monthly or quarterly meetings or forums. Manage, respond and/ or delegate queries from stakeholders. Manage, guide and advise Control Environmental Officers and Case Officers. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA related matters. Review and/ or provide technical input to Appeals Response Reports (ARRs). Support Regulatory Services with compliance monitoring and enforcement. Participate in the South African Wind

		Energy Association (SAWEA) and Strategic Infrastructure Projects (SIPs) meetings for EIA applications lodged with the Department. Respond to Promotion of Access to Information Act (PAIA) requests, Ministerial and Parliamentary queries.
<u>ENQUIRIES</u>	:	Ms Masina Morudu Tel No: (012) 399 9375
<u>POST 34/37</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LEGAL SUPPORT- NEMA REF NO: RCSM30/2026</u>
<u>SALARY</u>	:	R610 434 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB degree or relevant qualification as recognised by SAQA. A minimum of eight (8) years post qualification experience in the provision of legal services. Extensive experience in drafting legislation both primary and subordinate legislations. Knowledge of public service and departmental policies, legislations and procedures; environmental, administrative and mining legislations; research methodologies and presentation skills; legal administration; strategic coordination/ planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills & Competencies: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership; programme and project management; change management; knowledge management; service delivery innovation (SDI); problem solving and analysis; people management and empowerment; client orientation and customer focus; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's licence.
<u>DUTIES</u>	:	Provide legislative support to the department (drafting, vetting and commenting on Bills, policies and subordinate legislation). provide general legal support relating to the National Environmental Management Act, 1998 (NEMA) and its subordinate legislation (Legal opinions/ advice/ research on legislation administered by the Department, submissions, briefing documents, responses to the public, media queries, parliamentary questions, support to interpretation queries in terms of NEMA and subordinate legislation). Provide legal support in relation to NEMA/ Specific environmental management Acts and mining alignment support. Taking Bills through and assisting in the Cabinet and Parliamentary processes. Ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to. Provide legislative and policy coordination support to Working Groups and subordinate structures dealing with NEMA and subordinate legislation, and participate in law reform fora of other Departments and inputs on draft Bills, subordinate legislation, policies and guidelines with specific focus areas.
<u>ENQUIRIES</u>	:	Mr S Kobese Tel No: (012) 399 9351
<u>POST 34/38</u>	:	<u>BIODIVERSITY OFFICER SPECIALISED PRODUCTION: BIOSECURITY ENFORCEMENT REF NO: RCSM36/2026</u>
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Honours degree (NQF8) in Natural/Environmental Sciences or relevant qualification as recognised by SAQA coupled with a minimum of three (3) years' experience in the relevant field. Knowledge and experience in criminal and administrative enforcement. Knowledge of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), its associated subordinate legislation, and other relevant acts that deal with biodiversity matters. Knowledge and relevant experience in criminal procedures including the Criminal Procedures Act, court processes and

document management. Knowledge of relevant legal processes. Knowledge and experience in criminal investigations and processes, in particular but not limited to alien and invasive species, threatened or protected species and applicable MEA's such as CITES and the CBD. Knowledge of administrative procedures. Knowledge of, and experience in, the application of the provisions of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated subordinate legislation, or experience in a law environment. Knowledge of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and other acts affecting biodiversity. A Certificate in Environmental Management Inspector will be an added advantage. Advanced skills in policy formulation. Negotiation skills. Good interpersonal relations and diplomatic skills. Stakeholder engagement skills. Presentation skills. Ability to work under extreme pressure. Ability to work under pressure, willingness to travel. Computer literacy. A valid driver's licence.

DUTIES : Ensure enforcement of Biodiversity related legislations. Coordinate enforcement operations. Do criminal investigations, crime scene management and open criminal cases to prosecute offenders, Co-operate and liaise with enforcement stakeholders on matters relating to Biodiversity enforcement activities, programmes and projects. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Follow and implement the National Compliance and Enforcement Information system. Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the TOPS, CITES, AIS and BABS regulations. Provide strategic enforcement support to EMI's. Participate in inter-departmental forums and processes regarding policy and legislative reform.

ENQUIRIES : Mr Oupa Chauke Tel No: (012) 399 9317

POST 34/39 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: CRIMINAL INVESTIGATION (X2 POSTS)**

SALARY CENTRE : R518 769 per annum, (OSD)
Pretoria Ref No: RCSM28/2026
Cape Town Ref No: RCSM29/2026

REQUIREMENTS : Honours degree (NQF8) in Natural/Environmental Sciences/Management or relevant qualification as recognised by SAQA coupled with a minimum of three (3) years' experience in the criminal investigations or related investigative field. Applicants must have demonstrable experience in conducting criminal investigations, gathering and managing evidence, interviewing witnesses, obtaining affidavits and warning statements, compiling investigation reports and preparing case dockets for submission to prosecuting authorities. Experience in the application of environmental legislation to cases of non-compliance and working within the criminal justice system will be advantageous. Experience in conducting criminal investigations relating to environmental offences, particularly waste and pollution-related crimes, will serve as a strong recommendation. Knowledge: Investigation best practice; environmental policies and legislation; environmental compliance and enforcement methodologies; criminal investigation processes; the Criminal Procedure Act; National Environmental Management Act (NEMA); constitutional law; administrative law; civil procedure; criminal procedure; environmental governance; evidence management and chain of custody requirements; the criminal justice system; and the integration of scientific and technical information into criminal investigations. Sound knowledge of environmental crimes associated with waste management, pollution incidents, unlawful disposal of waste, contaminated land, industrial pollution and other environmental offences. Skills and Competencies: Good written and verbal communication skills. Strong investigative, analytical and evidence-gathering skills. Ability to compile high-quality investigation reports and criminal case dockets. Computer literacy and information management skills. Ability to analyse complex information and apply legislation effectively. Good interpersonal relations, stakeholder engagement and problem-solving skills. Ability to work independently and within multidisciplinary teams. Ability to work under pressure and meet deadlines. Honesty, integrity, objectivity, reliability and a strong sense of responsibility. Ability to interact effectively with prosecutors, SAPS, environmental authorities, laboratories and other stakeholders. Must have a valid driver's licence and be willing to travel extensively.

<u>DUTIES</u>	:	Conduct criminal investigations into environmental offences, with a particular focus on waste and pollution-related crimes, in accordance with the Criminal Procedure Act, NEMA and other applicable environmental legislation. Conduct inspections, site investigations and crime scene activities. Collect, preserve and manage evidence, including environmental samples, and ensure proper chain of custody procedures are maintained. Gather and analyse information and evidence relating to environmental crimes. Obtain affidavits, warning statements and other evidentiary material. Draft and serve subpoenas and other legal documents required during investigations. Register criminal cases with the South African Police Service and maintain accurate records of investigations. Capture and update information on departmental enforcement systems and prepare weekly and monthly reports. Finalise investigations and compile comprehensive criminal case dockets, including investigation reports and charge sheets, for submission to the Director of Public Prosecutions or Specialised Prosecution authorities for decision. Manage criminal cases during the post-investigation phase, including consultation with prosecutors, witness preparation, attendance at court proceedings and provision of technical support during prosecutions. Facilitate successful prosecution outcomes by responding to requests for further particulars, attending consultations and court proceedings, and providing evidence where required. Participate in compliance and enforcement operations, multidisciplinary investigations and strategic projects aimed at addressing environmental non-compliance and environmental crime. Assist with operational planning, implementation, reporting and capacity-building initiatives. Co-operate and liaise with national, provincial and local government authorities, the National Prosecuting Authority, SAPS, Environmental Management Inspectors, laboratories and other stakeholders to strengthen environmental compliance and enforcement outcomes.
<u>ENQUIRIES</u>	:	Mr. G Walters Tel No: (012) 399 9476
<u>POST 34/40</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: INTEGRATED ENVIRONMENTAL AUTHORISATION REF NO: RCSM26/2026</u>
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree (NQF Level 8) in Environmental Sciences or relevant equivalent qualification as recognised by SAQA. A minimum of three (3) years' experience in Environmental Management or relevant field. Experience in processing EIA decisions and currently involved in the EIA sector. Appropriate knowledge and experience in the application of National Environmental Management Act as amended with specific reference to S24 and National Environmental Management: Waste Act. Knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. 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. Attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good interpersonal relations and diplomatic skills. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Ability to work under pressure.
<u>DUTIES</u>	:	Processing EIA (Environmental Integrated Authorisations) final decisions; Receive a draft report. Comment on the draft. Receive a final report. Verify, review and analyse information and conditions. Ensure final decisions (environmental authorization (EAs) are routed within timeframe. Processing of other EIA (Environmental Integrated Authorisations) decisions and NEMA section 24G applications submitted; Comments on draft reports (BARs/SRs/EIRs) & application forms, acknowledgement and comments on EA amendment applications (part 1 & 2), Comments on EMPr amendments, EMPr approvals, EA amendment, MMPs, exemptions, all S24G decisions, etc. Coordinate and interact with stakeholders and provide guidance during planned and impromptu meetings as well as during site visits to clarify EIA (Environmental Integrated Authorisations) related matters; Attend project specific and preapplication meetings. Conduct site inspections. Updating of the project priority lists/database. Respond to external queries and requests via

		email. EIA Administration & functional support to management and Branches within the Department. Archiving decision and projects folders on EDMS. Archiving finalized files. Provide technical input to Appeals Response Reports (ARR's).
<u>ENQUIRIES</u>	:	Ms. B Ncube Tel No: (012) 399 9368
<u>POST 34/41</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR5): LAW REFORM REF NO: RCSM31/2026</u>
<u>SALARY</u>	:	R483 219 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB degree or relevant qualification as recognised by SAQA. A minimum of 8 years post qualification experience in the provision of legal services. Experience in drafting legislation both primary and subordinate legislation. Knowledge: public service and departmental policies, legislation and procedures; environmental, administrative and mining legislation; research methodologies and presentation skills; legal administration; strategic coordination/ planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills and Competencies: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Draft, vet and comment on Bills, policies, and subordinate legislation; Provide assistance in taking Bills through Parliament and assist in Cabinet and Parliamentary processes; Provide legal opinions, advice and research on legislation administered by the department; Comment or vet submissions, letters, exemptions, authorizations, licenses or permits submitted to the Minister/ DG; Draft or provide input on Ministerial submissions and briefings, draft responses to media queries and Parliamentary queries; Provide legal support in meetings; Provide inputs or comments on legislation or policies received from other national departments; Manage delegation register for the Department; Coordinate law reform and policies and Provide legal support when environmental legislation is taken on review.
<u>ENQUIRIE</u>	:	Mr S Kobese Tel No: (012) 399 9351
<u>POST 34/42</u>	:	<u>SENIOR FORESTER: FORESTS MANAGEMENT REF NO: FOM49/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Qhudeni (KwaZulu Natal)
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Forestry or relevant qualification within the related field recognized by SAQA. A Minimum of two (2) years' experience in Forestry or relevant field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) including other relevant legislations such as NEMA, NEMBA, CARA, Protected Areas Act, Public Services Act, PFMA and Treasury Regulations. Knowledge of the forest and environmental management sector. Knowledge of PCI&S management Framework. People management and empowerment. Client orientation and customer focus. Financial Management. Project and Programme Management. Good communication skills (written and verbal). Facilitation and negotiation skills. Conflict management skills. Planning and organising skills. Good interpersonal relations skills. Ability to work under pressure and work long hours. Ability to work individually and in a team. A valid Driver's license and willingness to travel and be able to drive State Vehicles.
<u>DUTIES</u>	:	Render commercial activities in state forest plantations. Implement operational plans for the state forest plantations. Quality assures work rendered by service providers. Development of management plans. Assist in compiling and updating annual plans of operations. Plan and conduct physical verification for

		state forest plantations in the region. Monitor compliance with applicable business processes for management of state forest plantations. Prepare weekly and monthly reports. Implement the Audit Action Plan and keep record of evidence. Create jobs through Expanded Public Works Programme. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Forest Act (NFA), Conservation of Natural Resources Act (CARA) and National Veld Forest Fire Act (NVFFA). Administer forestry support services. Participate in stakeholder engagements. Conduct awareness campaigns.
<u>ENQUIRIES</u>	:	Eva Mkhwanazi Cell No: 082 882 1317
<u>POST 34/43</u>	:	<u>SENIOR STATE ACCOUNTANT: CREDITORS REF NO: CFO24/2026</u>
<u>SALARY</u>	:	R413 001 per annum, remunerative salary
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Accounting / Financial Management or relevant qualification in the related field as recognised by SAQA. A minimum of two (2) years' experience in Financial Management. Knowledge of financial management, accounting and business practices. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Financial management; Accounting; BAS; LOGIS. Public Service financial legislative frameworks. Adequate skills in computer use. Advanced skills in financial management. Supervisory skills. Good interpersonal relations. Problem Solving and Analysis. Client Orientation and Customer Focus. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work individually and in team. Ability to apply policies, strategies and legislation. Ability to work under pressure with difficult persons and to resolve conflict. Sense of responsibility, Honesty and loyalty.
<u>DUTIES</u>	:	Authorise sundry payments. Check if the document was signed by officials and authorized by the responsible manager. Authorise LOGIS Payments. Verify the document with the information captured on BAS and LOGIS system by the capturer before authorising. Updating, reporting and reconciliation of the Prepayments and Advances accounts. Ensure the Telkom register is updated and interfaces cleared. Compiling and reporting of Accruals & Payables not recognised. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as financial delegations. Reconcile 30 days report. Reconcile all the individual reports and submit to the supervisor.
<u>ENQUIRY</u>	:	Ms. J Davis Tel No: (012) 399 9119
<u>POST 34/44</u>	:	<u>OFFICE ADMINISTRATOR II VARIOUS CHIEF DIRECTORATE REF NO: RCSM32/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Office Management / Public Administration or relevant qualification in the related field as recognised by SAQA. A minimum of one (1) year experience in executive support and office administration function. Knowledge of procurement procedures. Knowledge of Public Service Act and relevant prescripts. Basic understanding of Public Financial Management Act and Treasury regulations. Good Understanding of administration and records management. Knowledge of diary management and minutes taking. Experience in document management. Skills: Good interpersonal relation, Communication (written and verbal), Coordination and organising skills. Good computer literacy (MS Word, Excel, PowerPoint, Outlook and internet). Ability to gather and analyse information. Ability to screen telephone. Understanding of public service systems and procedures will also serve as an advantage. Ability to work under pressure and work independently with limited supervision.
<u>DUTIES</u>	:	Provide efficient secretarial support by maintaining documents register for incoming and outgoing documents, liaising with stakeholders and other government departments, allocation and tracking workflows on EDMS system and diary management. Provide efficient and effective administrative support by managing filing systems, managing and distributing incoming and outgoing correspondence. Ensure compliance with procurement policies and procedures, make follow up with SCM for payment of companies. Provide financial administration services support by assisting with budget

		management, petty cash, compiling monthly financial reports, S&T claims are completed and submitted and assist with compilation of BAS payments.
<u>ENQUIRIES</u>	:	Mr M Mashele Tel No: (012) 399 8632
<u>POST 34/45</u>	:	<u>LANGUAGE PRACTITIONER REF NO: ODG06/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Applied Linguistics / Language Practice or relevant qualification, in the related field as recognised by SAQA, with specialisation in Sepedi and translation studies. A minimum of one (1) year experience in language services, translation or a related field. Understanding the utilisation of the Constitution of the Republic of South Africa, 1996; the Use of Official Languages Act, 2012 (Act No. 12 of 2012); and the Pan South African Language Board Act, 1995 (Act No. 59 of 1995), among other related legislation. Knowledge of translation and editing. Knowledge of public service policies and administration procedures. Good interpersonal skills, excellent communication skills (written and verbal), as well as analytical, coordination, and stakeholder liaison skills. Be computer literate with knowledge of MS Excel, MS PowerPoint, MS Word, Outlook, and the Internet. Possess personal attributes such as being innovative and proactive, be able to gather and analyse information, work independently and in a team, work under pressure, be willing to work long hours, and be responsible and loyal.
<u>DUTIES</u>	:	Translate documents. Conduct research and consult on translation issues. Edit and proofread translations. Provide support in terminology development by extracting and defining terms, as well as providing provisional equivalents. Collaborate with other terminology development stakeholders. Create language awareness and provide language-related support to departmental employees. Provide support in monitoring the implementation of the departmental language policy. Provide support by editing documents, as well as recording and filing edited documents. Liaise with branches regarding queries related to documents to be edited.
<u>ENQUIRIES</u>	:	Ms C Van Der Colff Tel No: (012) 399 9275
<u>POST 34/46</u>	:	<u>ADMINISTRATION CLERK: EPWP REPORTING REF NO: EP23/2026</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 (Microsoft Office). 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. Make photocopies. Assist with petty cash requests and procurement of office stock. Records management. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Handle travel claims. Maintain and oversee the filing system of the Directorate. Create folders on Microsoft Teams. Provide electronic internal filing platform(s) support to users. Upload Directorate evidence on weekly/monthly basis on electronic filing platforms. Consolidate and maintain sub-directorate monthly inventory registers. Provide training support for electronic internal filing platform(s). Maintain database of trained stakeholders. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly procurement reports for the Directorate. Ensure that orders are created, and invoices are paid timeously.
<u>ENQUIRIES</u>	:	Ms S Maphalla Tel No: (012) 399 9753

<u>POST 34/47</u>	:	<u>ADMINISTRATION CLERK: TRAVEL ADMINISTRATION REF NO: CMS42/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate Post matric qualification and experience in travel administration will be an added advantage. Knowledge of administrative and clerical procedures. Understanding of financial and procurement procedures. Ability to prioritise work. Knowledge of BAS and LOGIS. Knowledge and understanding of procurement policy. Computer literacy. Good communication (Written and verbal) and interpersonal skills. Ability to work under pressure.
<u>DUTIES</u>	:	Administer fruitless and wasteful expenditure /no shows/late cancellations. Obtain list of no shows and late cancellations from the Travel Agent on a weekly basis (Monday). Advise officials of incorrect actions to avoid a repeat. Compile a list of no shows and distribute to the relevant DDGs. Verify payments of travel accommodation. Receive the payment stubs from Finance and add the disbursement number and action date onto the hard copy next to the invoices paid. Compile and Consolidate No-Shows/Late Cancellation Weekly/Monthly Reports. Forward copies of invoices to the relevant supervisor. Reconciliation of reports from Finance and Determination Committee. Reconcile the BAS payment advice with the statement from suppliers.
<u>ENQUIRIES</u>	:	Mr. V Naidoo Tel No: (012) 399 8537
<u>POST 34/48</u>	:	<u>SECURITY OFFICER REF NO: BC15/2026</u>
<u>SALARY</u>	:	R170 226 annum
<u>CENTRE</u>	:	Mpumalanga and Limpopo
<u>REQUIREMENTS</u>	:	NQF level 3. Private Security Industry Regulations Act (PSIRA) Certificate. No experience required. Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures and security processes. Departmental & Public Services prescripts. CCTV operation. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to lead multidisciplinary team. Ability to organise and plan under pressure. Good interpersonal relations skills. Conflict management and resolution. Responsibility and loyalty.
<u>DUTIES</u>	:	Perform access control. Ensure that unauthorised person and dangerous objects do not enter the building/premises. Perform proper lock up for all offices and access points. Operate and monitor control room security equipment. Monitor access control movements screen. Ensure safety in the building and premises. Undertake building/premises patrols to identify and check: all the passages and toilets before locking the main glass door and that no official is locked inside the office. Fire hazards exposed electrical contacts and other fire hazards emanating from instance chemicals. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert the emergency service and departmental management. Provide receptionist services. Provide visitor stickers when entering and moving around the department. Ensure that the occurrence register and other register are kept up to date i.e. all incidents are recorded and brought to the attention of the supervisor. Obtain feedback from supervisors on incidents reported.
<u>ENQUIRIES</u>	:	Mr SN Matsila Tel No: (015) 519 3312
<u>POST 34/49</u>	:	<u>FORESTRY SERVICE AID REF NO: BC14/2026 (X3POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Mpumalanga and Limpopo
<u>REQUIREMENTS</u>	:	NQF Level 1 or relevant equivalent qualification. Knowledge of: Planting and firefighting. Personal Attributes: Planning and execution, Acceptance of responsibility, Interpersonal relations, teamwork, reliability, self-discipline. Skills: Good communication skills, planning interpersonal skills and listening skills.
<u>DUTIES</u>	:	Render Silviculture functions within plantations and forests. Conduct the marking of plots, counting and marking of trees. Update a variety of registers regarding the aspects of work. Fight forest/veld fire or perform prescribed burning task. Render harvesting services. Monitor the propagation of activities.

ENQUIRIES

Produce and process poles (e.g. cutting of poles, drying of poles, and sampling of poles).
: Mr SN Matsila Tel No: (015) 519 3312