

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

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>
- CLOSING DATE** : 19 October 2026, 16:00. No late applications will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry-level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and 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

- POST 35/31** : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT REF NO: CMS-CT15/2026**
- SALARY** : R932 292 per annum, (all-inclusive package)
- CENTRE** : Cape Town
- REQUIREMENTS** : National Diploma (NQF6) in Human Resource Development/ Management or relevant qualification within the related field as recognised by SAQA. 5 years' experience in Human Resource Management or relevant field of which three

		(3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Administrative procedures, Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act, Project Management. Knowledge of HR Practices & EDM Personnel Management Financial management, Public Relations, Monitoring and Control and Contract Management. Leadership and Management skills. Coordination skills. Organisational and planning. Communication skills (written and verbal). Programme and Project Management. Listening skills. Writing skills. Decision-making skills. Report writing skills. Organisational skills. Ability to interpret regulation and develop appropriate policy. Be able to work long hours voluntarily, proven leadership skills, conflict management and resolution. Ability to work under extreme pressure. Ability to work independently and in a team. Ability to monitor, evaluate and compile skills development interventions reports. Supervisory experience and driver's license.
<u>DUTIES</u>	:	Manage skills development planning and interventions, develop and facilitate skills planning process to compile the Workplace skills Plan (WSP). Ensure implementation of the WSP and ad hoc training programmes/interventions reports. Manage empowerment of youth through internship programmes. Support branches with the identification of scarce and critical skills for the implementation of the intern programme. Manage and monitor the internship programmes (existing interns). Ensure coordination of interns and mentors training within the Department. Also manage the Departmental bursaries programme. Manage the payment of the departmental bursary scheme. Manage the orientation and compulsory induction programme. Facilitate SMS attendance to Personal Mastery Training and SMS induction.
<u>ENQUIRIES</u>	:	Mr M Beta: email address: mbeta@dffe.gov.za
<u>POST 35/32</u>	:	<u>DEPUTY DIRECTOR: CABINET AND CLUSTER COORDINATION REF NO: ODG07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum, (all-inclusive package)
	:	Pretoria
	:	National Diploma (NQF6) in Public Administration/ Management, Development Studies or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Cluster Coordination, Intergovernmental Relations/Secretarial or relevant field of which three (3) years should be at entry /junior management level (Assistant Director level or equivalent). Knowledge of government planning, monitoring and decision-making frameworks, Government policies and prescripts, Department procedures, programmes and priorities; environmental and development issues; work of Government planning and reporting mechanisms. Extensive understanding of Government Cabinet systems and protocols (FOSAD and Ministerial Clusters, Cabinet and its Committees). Ability to work independently and over extended hours, gather and analyse information, work under extreme pressure and resolve conflict. The successful candidate must have strong communication (verbal and written) and stakeholder engagement, problem solving, good research and analytical skills, and time management skills. The ability to prepare and quality assure executive briefing material, manage multiple deadlines through coordination, planning and organising, report-writing, presentation and computer skills are essential. Knowledge of record keeping.
<u>DUTIES</u>	:	Provide effective Cluster support and coordination by coordinating Departmental participation in DG and Ministerial Cluster engagements; facilitating the internal processing of Cabinet memoranda through relevant Cluster processes; coordinating inputs, documentation, representative arrangements and presentations; liaising with relevant branches and external Cluster Secretariats; and reviewing Cluster reports, minutes and outcomes for matters with implications for the Department. Coordinate support for executive engagements in Cabinet and Cluster processes by reviewing relevant documentation, coordinating and quality assuring branch inputs, preparing briefing notes and introductory remarks, and ensuring the timely submission of related material. Provide effective Cabinet support and coordination by reviewing Cabinet memoranda and supporting documentation for compliance with applicable guidelines, templates and submission requirements; facilitating the processing of memoranda for Director-General sign-off and timely submission to the Minister's office for consideration and further processing; monitoring progress against the approved Cabinet programme; communicating Cabinet decisions with implications for the Department; and facilitating follow-

		up on outstanding Cabinet matters. Facilitate and coordinate planning, monitoring and reporting processes, including allocated SONA, MTDP and other government planning processes; Manage and maintain accurate Cabinet and Cluster documentation, submissions, decisions and correspondence, and ensure that documents are stored, circulated and archived in accordance with MISS requirements and departmental protocols.
<u>ENQUIRIES</u>	:	Mr S Starke Tel No: (012) 399 9032
<u>POST 35/33</u>	:	<u>CONTROL ENVIRONMENT OFFICER GRADE A: PRIORITISED INFRASTRUCTURE PROJECTS REF NO: RCSM27/2026</u>
<u>SALARY</u>	:	R636 978 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 4-year degree in Environmental Management/ Science or Natural Science or relevant equivalent qualification (NQF 8) as recognised by SAQA. A minimum of 6 years post qualification experience in the related field. Appropriate knowledge and 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.
<u>DUTIES</u>	:	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 Olivia Letlalo Tel No: (012) 399 8815
<u>POST 35/34</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LITIGATION SUPPORT REF NO: RCSM37/2026 (X2 POSTS)</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 8 years post qualification experience in the provision of legal services. Knowledge of Administrative Law, Constitutional Law, Environmental Law, PAJA, the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Knowledge of environmental laws will be an added advantage. Skills: Sound Organising and Planning; computer literacy; creativity; basic project management; good communication; presentation and reporting; good analytical and research skills, good drafting skills, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential, leadership and facilitation. Strong diplomatic skills. The successful candidate should be able to work long hours

DUTIES

and to travel to the various courts and do site inspections when required. A Valid Code B drivers' license and willingness to travel.

: Manage Litigation Matters. Determine liability on Losses and Damages to State Property. Provide high-quality litigation and related legal support services, including alternative dispute resolution assistance, which enables the Department of Environment, Forestry and Fisheries (Department) to protect and conserve the environment. Create an enabling environment for compliance with the prescripts of the Department. Assist the Department to improve co-operative and corporate governance, improved service delivery and promotion of empowerment. Provide litigation management services and general legal advice and ensure compliance by the Department with the legislative framework relating to its core business and adherence to the Rules of Court. Attend to matters related to the determination of liability of officials who have caused losses/damages to State property and/or vehicles, where officials or third parties are found liable for any obligations towards the Department. Manage and facilitate the recovery of such obligations with the assistance of the State Attorney. Assist the Department to ensure compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000) (PAJA) for the Department. Periodically conduct training and information sharing sessions regarding litigation and losses and damages to State Property. Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions.

ENQUIRIES

: Ms Arista Wasserman Tel No: (012) 399 9344

POST 35/35

: **ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: CFO-CT17/2026**

SALARY

: R487 197 per annum

CENTRE

: Cape Town

REQUIREMENTS

: National Diploma (NQF6) in Financial Management or within the related field as recognised by SAQA, coupled with a minimum of 3 years' experience in Financial Management or relevant field. All shortlisted candidates 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. . Knowledge of financial management, accounting. Government budgeting processes. Costs accounting. Risk management. Public Service financial legislative frameworks. Strategic planning and budgeting. HR management practices, legal issues, negotiations and dealing with conflict. Skills & Competencies: Advanced skills in policy formulation. Adequate skills in computer use. Advanced skills in financial. Project management. Good interpersonal relations. Relationship Management. Stakeholder engagement. Research. Personal attribute: Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Character beyond reproach. Articulate. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES

: Facilitate the development and review of the annual and medium-term expenditure framework budgets. Support the development and review of financial plans in line with the operational plans. Provide all contract administration support. Facilitate contract generation and facilitate vetting of contracts by Legal Services. Liaise with finance and financial aspects to contracts. Develop systems and procedures for the management of contract amendment process. Provide support on the interpretation of contracts and provide guidance on contract management. Facilitate the review of NRMP contracts in consultation with all stakeholders. Maintain contract database. Facilitate effective partnerships that support the unlocking of natural resource restoration and management.

ENQUIRIES

: Mr N Essack Tel No: (021) 4937165

POST 35/36 : **ASSISTANT DIRECTOR: YOUTH GRADUATES AND CONTRACTOR DEVELOPMENT REF NO: EP22/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Training and Development, Developmental Studies or a relevant qualification as recognised by SAQA. A minimum of three (3) years' experience in Education, Training and Development (ETD) or a relevant field. Knowledge and understanding of Skills Development Act, National Youth Policy, National Development Plans, Employment Equity Environmental Legislation. Knowledge of Expanded Public Works Programmes (EPWP), Integrated sustainable rural development and urban renewal programmes. Have experience in financial, project / programme and personnel management. Knowledge and understanding of project planning, implementation, monitoring, reporting and compliance. Must possess skills in leadership, coordination and project management, communication (written and verbal), listening, report writing and decision-making. Ability to develop and apply policies, establish and maintain interpersonal relationships, work independently and as part of a team. Manage and resolve conflict. An applicant must further possess personal attributes such as being innovative and proactive, demonstrating initiative, being responsible and loyal, having ability to work under extreme pressure, ability to work long hours when required, and ability to gather, analyse and interpret information and reports.

DUTIES : Coordinate the planning and implementation of youth graduate and contractor development initiatives. Support the development of emerging enterprises through skills and business enhancement initiatives for sustainability. Initiate and support the development and implementation of the procurement plan for youth graduate and contractor development initiatives. Coordinate project compliance with EPWP prescripts. Verify monthly progress reports and supporting evidence. Evaluate invoices for payment purposes. Maintain project records and manage the reporting of youth graduate and contractor development projects. Facilitate the development and review of youth and contractor development strategy, implementation plans and reporting tools. Provide support on youth career pathing initiatives by conducting career guidance workshops and training for youth graduates' programmes. Participate in internal and external youth forums. Facilitate the establishment and management of partnerships with external stakeholders, including NYDA, Municipalities, Public Entities, SETAs, QTCO and other relevant government departments. Draft Memoranda of Understanding MoUs and Memoranda of Agreements (MoAs) and lead the vetting process. Manage partnership agreements and ensure projects alignment with National Development Goals.

ENQUIRIES : Ms R Matidze Tel No: (012) 399 9699

POST 35/37 : **ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION REF NO: EP24/2026 (X2 POSTS)**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Social Science, Research, Monitoring and Evaluation or relevant equivalent qualification as recognise by SAQA. 3 years' experience in Monitoring and Evaluation and/ research or relevant field. Knowledge and Understanding of Monitoring and Evaluation, government legislation and prescripts, Project Management, Administrative procedures, Financial Management, Accounting & Business practices, Strategic planning and budgeting. Ability to gather and analyse information. Ability to develop, interpret and apply policies, strategies and legislation, HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Supply Chain Management policies and procedures. Extensive experience in Expanded Public Works Programme. Computer software packages and efficient use of associated hardware. such as MS Access, Excel, STATA and ATLAS TI such as MS Access, Excel, STATA and ATLAS TI Perform in-house training for subordinates Ability to work long hours voluntarily, Ability to gather and analyse information, Ability to develop and apply policies, Ability to work individually and in team, Ability to work under extreme pressure, Ability to work with difficult persons and to resolve conflict Skills. Policy and development implementation Strategic Planning Management, Leadership Management, People

Management, Change Management, Financial Management, Sound Research, Analytical, organising, Planning, Presentation, Good communication skills (verbal written), Good interpersonal, Coordination stakeholder liaison. Ability to work under pressure and long hours. Initiative, creativity and innovation. Articulate and a sense of responsibility. creativity. Honesty. Loyalty. Character beyond approach. willingness to travel long distances for an extended period(s). A valid driver's license will be an added advantage.

DUTIES

: Conduct performance monitoring and evaluation for the Environmental Programmes. Contribute to the process of identifying focus areas for monitoring and evaluation Conduct desktop analysis of all active projects, Capture data from the fieldwork, analyse and develop reports with recommendations. Communicate findings of the programme monitoring and evaluation reports to the relevant stakeholders. Contribute to the development and implementation of a coordinated M&E system for the EP, Contribute in the process of developing and review of M&E Framework and M&E plans Monitor adherence to the provisions of the M&E Framework. Contribute to the dissemination of the Framework and the M&E plans to the stakeholders. Develop action plans for implementation of recommendations from the programme monitoring and evaluation reports. Follow up on the Implementation of the recommendations from programme monitoring and evaluation reports, Coordinate and monitor the implementation of recommendations from the programme monitoring and evaluation reports. Develop progress reports on implementation of recommendations from the programme performance monitoring and evaluation reports, Facilitation of external evaluation studies: Facilitate confirmation of the area for evaluation, facilitate appointment of External Evaluators: Confirm the evaluation scope and determine methodology to be employed, Coordinate the data collection process and make inputs to the evaluation report, Facilitate the communication of findings and approval of the evaluation reports. Contribute to the Development of the monitoring and evaluation newsletters: Source information mainly from the finalised and approved Programme Monitoring and Evaluation reports Prepare articles for the newsletter. Contribute to the process of finalising the newsletters, circulation/ publication to the stakeholders within the branch.

ENQUIRIES

: Mr. M Moela, Tel.: 012 399 9730

POST 35/38

: **REGIONAL COORDINATOR REF NO: WB02/2026**
12 Months Contract

SALARY

: R487 197 per annum, plus 37 % in lieu of benefits

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma (NQF 6) or higher in Transport Management/ Logistics, Environmental Management / Environmental Sciences or relevant equivalent qualification recognised by SAQA. A minimum of two (2) years' experience in Environmental Management or relevant field. Knowledge and Understanding of Project management, General Administration, Financial Administration, Departmental procedures and prescript/policies. Knowledge of environmental management. Knowledge and exposure in depot operations. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge and exposure in depot operations. Knowledge of waste management processes and procedures. Knowledge in logistics. Sound organising and planning skills. Good communications skills. Coordination skills. Computer literacy. Report Writing skills. Ability to work under pressure. Good interpersonal relations. Ability to work long hours voluntary. Ability to work independently. Responsible and loyal. Honest and reliable. A valid driver's licence will be an added advantage.

DUTIES

: Ensure the improvement of Waste Tyre collection and transportation services; Compile monitoring report on the collection service. Monitor the allocated collection points on a quarterly basis. Update the collection schedule. Keep files and records of all Monitored participants. Receive and attend to queries and complaints. Ensure compliance to relevant legislation by participants. Conduct sites visits at collection points, depots and processors. Undertake compliance promotions to legislation. Compile compliance report. Make follow up of the recommendations and comments made. Ensure the verification of the signed Service Level Agreements (SLA). Consolidate report from depot operators monthly. Plan and arrange compliance session with the transporters.

Facilitate payments of transporters and depot operators. Verify and capture collection notes and monthly reports from all allocated transporters and depot operators on a weekly and monthly basis respectively. Receive invoices with their respective supporting documents. Verify and submit the allocated invoice spreadsheets together with invoices. Load invoices, collection notes and monthly reports on Electronic Document Management System (EDMS). Keep files and recoils of all the invoices verified. Contribute toward increasing the processing of collected waste tyres. Receive secondary industry applications from the applicants. Verify and process the secondary industry applications received within two weeks after receipt of the full applications. Conduct a pre-approval inspection. Compile an inspection report within two days after site assessments. Provide feedback to the applicant on the status of the applications. Keep database records and processed applications received. Receive secondary industry monthly processing tonnages reports Load the monthly tonnages reports on EDMS. Keep files and records of the reports received. Provide feedback to the Managers. Keep files and records of the verification reports.

<u>ENQUIRIES</u>	:	Ms K. Masinga Tel No: (012) 399 9419 or 012 399 8797
<u>POST 35/39</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSETS & INVENTORY MANAGEMENT REF NO: CFO-CT16/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Supply Chain Management or relevant qualification as recognised by SAQA. A minimum of two years (2) relevant experience in Supply Chain Management or relevant field. Knowledge of Supply Chain Management processes. Knowledge of the Logistical Management System (LOGIS). Knowledge of relevant legislative framework Public Finance Act (PFMA), National Treasury Regulations, PPPFA, Public Service Policies, Public Service Act and Public Service Regulations. Skills, ability to communicate well with people at different levels, computer literacy, Administrative and report writing. Have planning and organising, problem solving and problem-solving skills. Ability to work long hours voluntarily, be able to gather and analyse information. Ability to apply policies, be able to work individually and in teams and ability to be able to work under extreme pressure and organise and plan under pressure. Sense of responsibility and loyalty work with difficult persons and to resolve conflicts. Be able to collect and interpret information and reports. A Valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The incumbent will have to manage the asset verification process. Ensure that the correct asset descriptions appear on LOGIS. Ensure the correct item descriptions are captured during the procurement of assets. Ensure verification and reporting on Inventory store items. Ensure compilation of asset reports and inputs to the IFS and AFS. Provide monthly inputs to the asset reconciliation between Logis and BAS. Manage the departmental asset register and updating of asset records. Ensure the continuous updating of information on the departmental asset register. Ensure that the asset register is updated (RR032 asset report) in every location. Manage the asset disposal process. Ensure that assets are disposed according to the correct disposal procedures. Manage the verification process for assets to be disposed. Manage the asset lifecycle. Stakeholder liaison. Attend to queries regarding asset management. Facilitate and coordinate the reporting of losses and damages of assets. Supervision of asset unit.
<u>ENQUIRIES</u>	:	Mr A Tshangana Tel No: (021) 493 7240
<u>POST 35/40</u>	:	<u>ARTISAN FOREMAN GRADE A: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO: FIM27/2026</u>
<u>SALARY</u>	:	R397 329 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Paarden Eiland)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Electrical/ Fitting/ Fitting and Turning. Must have five (5) years' relevant post qualification experience as an Artisan. Knowledge of maintenance procedures and technical management. Experience and knowledge of dry docking and welding. Knowledge and understanding of the Marine Living Resource Act ,1998 (Act No.18 of 1998) and the regulations promulgated thereunder. Basic understanding of the

<u>DUTIES</u>	:	Occupational Health and Safety Act,1993. Skills in general administration, basic finance principles and equipment management. A valid driver's licence. Conduct repairs and maintenance of civil infrastructure. Upkeep state buildings, road infrastructure, perimeter walls, road markings and traffic signs. Facilitate tarred surface repairs/ conduct repairs and maintenance of electrical mechanical installation, water and sewage reticulation. Upkeep of 10 winch motor, 8 cranes and hydraulic equipment. Maintain sewage pumps, sewage/storm water channel, and general plumbing and gutters. Participate in harbour projects/programmes and attend site meetings. Manufacture equipment and parts. Design, manufacture and maintain specialized repair and maintenance equipment. Conduct urgent repairs to slip arms in workshop. Conduct emergency repairs and administration.
<u>ENQUIRIES</u>	:	Ms N Xabendlini at (082) 782 7530, Email NXabendlini@dfpe.gov.za
<u>POST 35/41</u>	:	<u>DOCK MASTER: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO: FIM28/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Kalk Bay
<u>REQUIREMENTS</u>	:	Grade 12 Certificate (NQF 4) /or Appropriate Trade Test Certificate. Must have a minimum of three (3) years' experience as a Docker or relevant. Knowledge of dry docking. Knowledge and understanding of the Marine Living Resources Act, 1998 (Act No. 18 of 1998) and the regulations promulgated thereunder. Basic understanding of the Occupational Health and Safety Act,1993. Skills in general administration, maintenance and equipment and basic finance principles. A valid driver's licence.
<u>DUTIES</u>	:	Initiate and plan the slipping of vessels. Analyse the vessel docking plan to assess material and capacity to be used. Assign team to build bilge blocks and the wedges for the main slip. Ensure safety at the slipway in the water and on land. Communicate with divers and dockers in dinghy in the water that the vessel is enroute. Apply safety adjustments measures whilst pulling out of the water and secure cradle and vessel on land. Ensure continuous alignment and adjustment of bilge blocks while cradle is in motion. Side slipping of vessels. Pulling vessel/cradle to side slip utilizing high tension steel cables. Off-load side slip equipment for safe storage.
<u>ENQUIRIES</u>	:	Mr. S Ebrahim at (082) 782 7014, Email SEbrahim@dfpe.gov.za
<u>POST 35/42</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: ASSETS REF NO: FIM 25/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Supply Chain Management or relevant qualification as recognised by SAQA. Minimum of 1 year experience in Asset Management or relevant field. Knowledge of relevant legislative framework FMA, Treasury Regulations, Public Sector Framework, Asset Management of a Schedule 3A Public Entity and Inventory Management of consumable goods. Knowledge of Administrative field, risk management and Auditing and Financial field (GRAP). Skills: People management and empowerment. Analytical. Communication (verbal, writing and other), Stakeholder engagement and Client Orientation and Customer Focus. Computer literacy. Ability to work independently and in a team also work long hours voluntarily. Be able to work under pressure, sense of responsibility and loyalty. Also be able to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Maintain and update the asset register. Check and verify all transaction on Oracle. Ensure that all assets are correctly recorded in the asset register in compliance with GRAP. Check and verify the correct capturing of serial and barcode numbers. Conduct quarterly spot checks and annual asset verification. Conduct quarterly spot checks as per schedule. Check and verify items as per the Oracle inventory sheet. Update office and personal inventories accordingly. Counting of all assets during annual verification. Coordinate and arrange assets for disposal. Check and verify list of items for disposal. Authorise disposals on Oracle to generate non authorized disposal report. Maintain and update personal equipment. Render Secretarial Support to the Disposal Committee. Ensure no clashes of dates, prioritise based on the urgency of meetings and confirm all appointments at least 2 days prior to the appointment
<u>ENQUIRIES</u>	:	Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287

<u>POST 35/43</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR2): LITIGATION SUPPORT REF NO: RCSM38/2026</u>
<u>SALARY</u>	:	R304 299 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB degree or relevant qualification as recognised by SAQA. A minimum of one (1) year post qualification legal/litigation experience. Knowledge of Environmental Law, Mining Law, Constitutional Law and Administrative Law. An ability to interpret and apply law, legislations, and policies. Good analytical and research skills. Good verbal and written communication skills. Good negotiation skills. Good legal drafting skills. Computer literacy. Ability to work in a team, a pro-active, problem-solving, and positive attitude. Ability to adhere to deadlines is essential. A Valid Code B drivers' license and willingness to travel.
<u>DUTIES</u>	:	Provide legal opinion on losses and damages suffered by the Department in line with Treasury Regulation and relevant policies. Draft legal opinion in line with litigation protocol. Handle litigation matters. Receive summons/ notice of motion. Determine the merits of matters and obtain documents/information from line functions. Consult line function and obtain instruction on defending or opposing. Send instructions to State Attorney and ensure that the counsel is appointed. Obtain status reports from State Attorneys on matters to update the litigation system. Ensure finalization of matters. Ensure the provision of litigation support to the Department. Facilitate training sessions relating to legal matters. Ensure that referrals, media and parliamentary enquiries are attended to as priority.
<u>ENQUIRIES</u>	:	Ms Arista Wasserman Tel No: (012) 399 9344
<u>POST 35/44</u>	:	<u>DOCKER: PROCLAIMED FISHING HARBOURS MANAGEMENT REF NO FIM29/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Saldanha Bay (X2 Posts) Lamberts Bay (X1 Post) Stilbaai (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate (NQF 4) /or Appropriate Trade Test Certificate. Must have a minimum of one (1) year experience as a handyman or relevant. Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998) and the regulations promulgated thereunder. Basic understanding of the Occupational Health and Safety Act, 1993. Knowledge of dry docking. Skills in general cleaning, maintenance & handling of equipment.
<u>DUTIES</u>	:	Conduct vessel slipping. Build bilge blocks and the wedges for the main slip. Ensure continuous alignment and adjustment of bilge blocks while cradle in motion. Adhere to safety measures and requirements. Operate slipway machinery and equipment. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Perform slipway maintenance. Paint the slipway infrastructure and replace worn wood on the slip beams. Cleaning the slip and storage area. Perform administrative duties and emergency operations. Adhere and assist to all emergency call and perform gate duties when needed.
<u>ENQUIRIES</u>	:	Mr. N Kwindi at (082) 783 0171, Email NKwindi@dfpe.gov.za Mr. M Gunya at (082) 782 8697, Email MGunya@dfpe.gov.za Ms A Mapholi at (082) 782 8018, Email AMapholi@dfpe.gov.za