

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>	:	16 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 39/25</u>	:	<u>TRAINING COORDINATOR: EPWP YOUTH PROJECTS IMPLEMENTATION</u> <u>REF NO: EP-CT05/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Training and Development/ Developmental Studies or relevant qualification within the related field as recognised by SAQA. A minimum of two (2) years relevant experience in Education / Training and

		Development or relevant field. Knowledge of Training and Development policies and procedures. Departmental procedures and prescripts. Knowledge of budget, contract management, financial and procurement procedures. Knowledge of Monitoring and Evaluation. Knowledge of administration environment. Communicate skills (written, reading and spoken). Computer literacy. Data analysis and reporting. Training Development skills. Stakeholder Management and Facilitation skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to interpret regulation and develop appropriate policy. Ability to work individually and in teams. Ability to work under extreme pressure. Ability to organise and plan under pressure. A valid driving licence.
<u>DUTIES</u>	:	Coordinate the initiation and planning of Training, Youth Empowerment and Contractor Development Projects. Facilitate meetings for sourcing of projects from project proponents. Conduct training need analysis of participants in the province. Conduct project skills assessment for recommendation of training documents. Facilitate the planning of Training, Youth Empowerment and Contractor Development projects. Evaluate training plans and facilitate approvals. Develop training schedule and monitor its implementation. Ensure projects EPWP compliance, coordinate submission and evaluation of projects monthly reports, coordinate provincial compliance on audit issues for YED projects. Develop database for EPWP Youth and Contractor development participants. Provide support on the management of stakeholders involved in Youth Empowerment and Contractor Development projects. Provide Administrative support.
<u>ENQUIRIES</u>	:	Mr P Manzini at 072 307 2730, email: Pmanzini@dffe.gov.za
<u>POST 39/26</u>	:	<u>ADMINISTRATION CLERK: EPWP CAPACITY DEVELOPMENT REGION TWO (2) REF NO: EP-CT08/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent qualification. A post-matric qualification and relevant experience in Administration will be an added advantage. Knowledge of administrative procedure. Knowledge of Public Services Regulation, Procurement Procedures and Financial Management Act (PFMA). Planning and organising skills. Computer literacy skills. Good communication skills (written and spoken). Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to adhere to policies. Ability to work independently and work in a team. Be able to communicate with people at different levels.
<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. 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 N Makwetu at 067 596 6094
<u>POST 39/27</u>	:	<u>FORESTRY FOREMAN: GREENING AND LIVELIHOODS REF NO: FOM52/2026</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Limpopo
<u>REQUIREMENTS</u>	:	Grade 11 (NQF level 3/4) or relevant equivalent qualification. No experience required. Knowledge of methods of propagation and plants. Knowledge of record keeping. Supervisory skills, Communication skills (written and verbal). Interpersonal skills, problem solving skills, numerical skills, listening skills, responsible, conscientious, and attentive to details. Ability to work with difficult people. Ability to work long hours voluntarily. Ability to work with limited supervision.
<u>DUTIES</u>	:	Conduct production activities in line with the operational plans. Allocate task to labourers as per production sheet. Ensure that seeds collection and cutting from plants are done. Check seedlings and plants for pests and diseases. Marking for the pitting, planting, transplanting and pruning. Ensure that correct

		seeds are sworn, name, tag and count all the plants. Ensure harvesting activities and prepare fire breaks. Oversee the maintenance of the nursery, plantation and woodlots: control weeds. Render general support functions: conduct stocktaking, advise and assist the public in the nursery, plantation and woodlots. Provide training and development to staff. Provide on the training (e.g. watering plants, pruning, weeding). Provide coaching to staff.
<u>ENQUIRIES</u>	:	Ms LT Lithole at 072 211 7272
<u>POST 39/28</u>	:	<u>GROUNDSMAN: GREENING AND LIVELIHOODS IMPLEMENTATION</u> <u>SUPPORT REF NO: FOM75/2026</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Northern Cape
<u>REQUIREMENTS</u>	:	Grade 9 (NQF level 1) 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. Good interpersonal relations 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.
<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 flower 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.
<u>ENQUIRIES</u>	:	Ms. S. Lubanga at 060 973 1792