

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 29 May 2023
- NOTE** : Applications 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. 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 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 and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, 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. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an 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.
- ERRATUM:** Kindly note that the advertised post of Chief Director – Communications and Advocacy, Ref No: CMS18/2023 (post 14/53) in the Public Service Vacancy Circular 14 dated 21 April 2023, salary has been amended to R1 308 051 per annum and the post of Director: Socioeconomic Sectors with Ref No: CCAQ06/2023 which was initially advertised on Public Service Vacancy Circular 12 dated 31 March 2023 has been re-advertised on Public Service Vacancy Circular 14 2023 dated 21 April 2023 with the corrected requirements, applicants who previously responded to the advertisement on Public Service Vacancy Circular 12 are requested to re-apply in order for their applications to be considered. And Department of Forestry Fisheries and The Environment (Cape Town): Kindly note that the following post is advertised in Public Service Vacancy Circular 14 dated 21 April 2023, Estate Manager: Woodlands& Indigeneous Forest Management the reference number has been amended to Ref No: BC09/2023

MANAGEMENT ECHELON

<u>POST 15/37</u>	:	<u>CHIEF DIRECTOR: SECTOR COMPLIANCE REF NO: RSCM 08/2023</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENT</u>	:	Pretoria An undergraduate qualification in Law or relevant qualification on NQF 7 within the related field as recognized by SAQA plus 5 years of experience at a senior managerial level within the relevant field. Extensive experience in sector compliance. Knowledge: Environmental Management, Environmental Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations, Understanding of government standard administrative procedures, Knowledge of business planning and budgeting methodologies, Understanding of HR practices and procedures, Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Intelligence Management Research and analytics skills. Leadership and Management, Coordination skills Organisational and planning, Communication skills (written and spoken) Relationship Management, Stakeholder engagement, Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change management Knowledge Management, Service Delivery Innovation (SDI Problem Solving and Analysis People Management and Empowerment Client Orientation and Customer Focus Ability: Strategic, analytical and creative thinking. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills, Ability to develop and apply policies, Ability to work independently and in a team. Ability to provide overall strategic guidance Ability to lead multidisciplinary team. Good interpersonal relations skills Ability to work under extreme pressure Conflict management and resolution Ability to organise and plan under pressure Ability to collect and interpret information and reports Interpersonal relations Initiative Responsibility and Loyalty. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	Provide administrative support to the entire Chief Directorate. Monitor and promote compliance with environmental legislation specifically for oceans and coast. Ensure and promote compliance with environmental legislation specifically for Environmental Impact and Pollution' Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations.
<u>ENQUIRIES</u>	:	Ms Vanessa Bendeman Tel No: 012 399 9337
<u>POST 15/38</u>	:	<u>DIRECTOR: REVENUE MANAGEMENT REF NO: FIM 02/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town (Foretrust Building) Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or equivalent qualification as recognised by SAQA, within related field. Applicants must have 5years experience at middle management in a finance environment. Applicants must also have at least 3years experience in a Revenue or Debt collection environment. Applicants must have knowledge of the PFMA and regulations, and other relevant legislations i.e. the Division of Revenue Act (DORA). Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele) and Marine Living Resource Act and all applicable legislations. A valid driver's license.

- DUTIES** : Ensure effective collective of monies due to the MLRF. Develop and implement an effective debtor's management system. Ensure effective management of debtor's book. Establish and manage effective processes to collect outstanding debt. Optimize revenue opportunities. Conduct regular reviews of existing fees and tariffs relating to revenue accruing to the MLRF. Review current revenue streams and make suggestions in terms of improvement opportunities. Ensure reporting on revenue collection. Analyze, review and report on the MLRF revenue performance. Report on income collected and budgeted, budget and forecasting. Compile monthly revenue reports with the accepted budgetary framework. Ensure that the MLRF complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the Directorate and management of risk. Respond to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the Directorate
- ENQUIRIES** : Mr. W Rooifontein at 082 8222882

OTHER POSTS

- POST 15/39** : **DEPUTY DIRECTOR: MEDIA AND EDITORIAL SERVICES REF NO: CMS23/2023**

- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive remuneration package)
: Cape Town
: National Diploma/Degree (NQF6) in Communication or relevant qualification. Coupled with a minimum of three (3) years relevant experience in Media Liaison of which three (3) years should be at junior managerial level (Assistant Director Level or equivalent). Knowledge in writing skills, impeccable command of English. Understanding of South African media, Ability to handle the media, event management, knowledge of communication. Knowledge of procurement procedures, government communications and coordination and monitoring and control. Knowledge of Public Service and Departmental Procedures and Media Liaison. Knowledge of relevant legislations, PFMA Competent in usage of MS Office, internet & e-mail. Drafting of proposals, submissions, reports, memos and letters, Leadership and management, Coordination skills, Communication skills (written and spoken), Report writing skills and decision-making skills. Innovative and proactive, working long hours voluntarily. Ability to gather and analyse information, develop, and apply policies. Be able to work independently and in a team. Good interpersonal relations skills, be able to work under extreme pressure and ability to organize and plan under pressure. Ability to collect and interpret information and reports.

- DUTIES** : Develop and implement a media relations programme in line with the Departmental communication strategy. Manage the development of proactive media plans, manage the drafting and approval processes of responses to media queries. Manage the process of sourcing relevant stories and pictures for external media. Host media briefings and engagements continuously. Develop and manage an audio-clip service for media events. Compile monthly, quarterly, and annual media briefing statistic reports. Render media monitoring services. Manage the media monitoring team. Host a daily media monitoring teleconference with the communication officials from Cape Town and Ministry. Assess media coverage on a daily basis and discuss coverage on teleconferences. Send daily communication to the Minister and DG on key media stories. Coordinate radio/TV interviews based on media statements issued. Coordinate media statements, speeches, issues posted, tweeted on Department's social media platforms. Develop and implement internal communications plans in line with the communications strategy. Provide support in planning and implementing staff information sessions. Compose and implement a schedule of possible information sessions for the year. Plan, organize and implement staff Izimbizo.

- ENQUIRIES** : Mr Z Nqayi Tel No: (021) 493 7144/ 082 898 6483

- POST 15/40** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTERNATIONAL GOVERNANCE MANAGEMENT REF NO: CCAQ10/2023**

- SALARY CENTRE** : R554 490 per annum
: Pretoria

<u>REQUIREMENTS</u>	:	A four-year Degree (NQF 8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Experience in international relations will be an added advantage. Knowledge of environmental, international governance and development issues (globally, regionally, and locally). Experience in international liaison and coordination, an awareness of SA and government's priorities. Diplomacy. Ability plan for directorate activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the budget of the directorate. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Skills & Competencies: Policy formulation; Negotiation skills; Computer literate; Presentation skills; Project management; Good interpersonal relations and diplomatic skills; Relationship Management; Stakeholder engagement; Public Relations; Research; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI) and Problem Solving and Analysis. Personal Attributes: 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.
<u>DUTIES</u>	:	Research and prepare policy and discussion documents to inform SA's negotiating positions on international environmental governance and relations. Manage, coordinate and facilitate the North-South bilateral agreements and the associated stakeholder consultations to inform SA negotiating positions on North-South bi/trilateral cooperation agreements and partnerships. Ensure sound management, monitoring and reporting on the use of multilateral and bilateral donor resources in line with sectoral priorities including supporting National Treasury negotiations on development cooperation agreements. Facilitate mobilization of multilateral and bilateral donor resources.
<u>ENQUIRIES</u>	:	Ms. S Parker Tel No: (012) 399 9240
<u>POST 15/41</u>	:	<u>CONTROL BIODIVERSITY OFFICER GRADE A: LAND DEGRADATION AND DESERTIFICATION POLICY DEVELOPMENT REF NO: BC10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R554 490 per annum Pretoria
<u>REQUIREMENTS</u>	:	A four-year Degree (NQF 8) or equivalent qualification in Environmental Management or Natural Sciences or equivalent qualification within the related field plus six years post qualification experience in the relevant field. Knowledge: Biodiversity Management and Conservation; Sustainable Land Management & Ecosystem; Understanding of biodiversity conservation related legalisation, Understanding of socio-economic issues, and macro and micro-economic principles, and its application. Knowledge in general government administrative procedures and processes (PSA & PSR). Knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Biodiversity and investigations. Public service prescripts and procedure. Relationship Management. Stakeholder engagement & Public Relations. Strategic Capability and Leadership. Programme and Project Management. Financial Management and Change Management. Personal Attribute: Innovative and proactive; Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret scientific information and reports. Good Initiator. Responsibility and reliable.
<u>DUTIES</u>	:	Coordinate and facilitate the development of Sustainable Land Management and Ecosystem Conservation policies and programmes. Coordinate and facilitate the implementation of National Action Programme to Combat Desertification. Coordinate and facilitate the development of drought advocacy policy and implementation plan as well as the implementation thereof. Assist in identifying the most affected drought areas (communities and ecosystems) in South Africa and develop risk mitigation measures. Assist in identifying

projects to support the implementation of Drought Plan. Coordinate the Committee on Science and Technology on matters of desertification, land degradation and drought. Assist in providing specialist support for development and implementation of sustainable land management projects and programmes including resource mobilisation, advocacy and awareness. Serve as a focal point for national co-ordination of sub-regional, regional and international programmes relating to the United Nations Convention to Combat Desertification.

Ms. TS Rambau Tel No: (012) 399 9575

ENQUIRIES

POST 15/42

CONTROL BIODIVERSITY OFFICER GRADE A: BIOSAFETY & AIS REF NO: BC11/2023

SALARY

: R554 490 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A four year Degree (NQF 8) in Environmental Management or Natural Sciences or equivalent qualification plus six years post qualification experience within the related field. Knowledge of the NEMA; NEMBA; and the GMO Act. Knowledge of the regulations promulgated there under and departmental policies with special reference to Alien and Invasive Alien Species. Understanding of the environmental risk assessment of GMOs and AIS. Knowledge in general government administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Knowledge and in-depth understanding of the United Nation Convention on Biological Diversity and the Cartagena Protocol on Biosafety. Applicant must have good planning skills; Good communication skills; Negotiations skills; Policy development; Computer literacy; good Report writing skills; Organisational skills. Ability to gather and analyse information. Ability to develop and apply policies Ability to work under extreme pressure; Conflict management and resolution. Ability to work independently and in a team.

DUTIES

: Coordinate and manage the evaluation of Genetically Modified Organisms (GOM) and Invasive Alien Species application in compliance with relevant legislation. Co-compile recommendation reports for GMO permit application received. Provide technical support in compiling recommendation reports for GMO Act Executive Council meetings. Coordinate the implementation of relevant programmes, tools and Alien Invasive Species Regulation. Develop and coordinate the development of the National Invasive Species Strategy and Action Plan. Facilitate the submission of the National Invasive Species Strategy and Action Plan to intergovernmental structures for approval; Coordinate and manage the development of risk management tools for Genetically Modified Organisms. Facilitate and provide technical support to the Biosafety projects. Coordinate the implementation of decisions and resolutions of the biosafety programme of work of the Convention on biological diversity and its supplementary protocols

ENQUIRIES

: Mr B Kgope Tel No: (012) 399 9165

POST 15/43

ASSISTANT DIRECTOR: SKILLS DEVELOPMENT – INTERNSHIP & ORIENTATION REF NO: CMS17/2023

SALARY

: R424 104 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Degree or National Diploma on NQF 6 in Human Resource Development / Human Resource Management or relevant qualification within the related field. A minimum of three (3) years' experience in skills development. Sound knowledge of human resource practices and procedures. Programme and project management. Knowledge of Skills Development Act, Skills Levies Act, Employment Equity Act and SAQA Act. Understanding of administrative procedures and personnel management. Contract and financial management. Ability to collect and interpret information and reports. Sound Organizational and planning. Reliable and innovative. Skills required: Strong communication (written and verbal), coordination, interpersonal relation, decision making and report writing skills. Ability to work under pressure and long hours.

DUTIES

: Provide support in the management of youth empowerment through the Internship Programme. Conduct a review of the scarce and critical skills for the department. Consult with branches to identify critical and scarce skills

according to the needs of the Department. Conduct the organizational needs analysis for internship. Coordinate the recruitment, selection, appointment and contracting and exit process for internship. Manage the short-listing processes with various branches. Ensure that all mentors are trained prior the inception of the programme. Provide support with the management of the compulsory Induction Programme for New Entrants in the Public Service. Coordinate the Compulsory Induction Programme. Ensure that new entrants register with the National School of Government for CIP. Coordinate CIP information session. Track new developments on CIP and report progress and issue non-compliance letters. Provide support in the management and coordination of the department Orientation Programme for newly appointed employees. Monitor the maintenance of orientation database. Conduct a need analysis to identify areas of improvement regarding orientation. Provide support in the management and monitoring the implementation of the Adult Educational Training programme. Market and manage the recruitment of employees to the AET programme. Facilitate and administrate the enrolment of learners to appropriate AET programmes. Provide support on the development of a medium term AET strategy. Facilitate the developmental plans for AET learners. Manage the delivery of AET to learners enrolled to the program. Monitor, evaluate and report on the progress. Coordinate the skills planning process and the implementation of the workplace skills plan (WSP). Analyse and capture Personal Development Plans. Implement WSP and adhoc training interventions. Coordinate the training and development of interns and mentors.

ENQUIRIES

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Mr J Moepya, Tel No. (012) 399 8682