

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted 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.
Cape Town And Eastern Cape: May be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- FOR ATTENTION NOTE** : Human Resources Management
 : 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. 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). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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 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.
- ERRATUM:** Kindly note that the advertised post of Chief Director: Sector Compliance with Ref No: RSCM08/2023 (post 15/37) in the Public Service Vacancy Circular 15 dated 05 May 2023 with the closing date of 29 May 2023. An amended closing date is 12 June 2023.

MANAGEMENT ECHELON

- POST 17/37** : **DIRECTOR: INTEGRATED HUMAN RESOURCE MANAGEMENT REF NO: CMS29/2023**
- SALARY** : R1 105 383 per annum, (an all-inclusive 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)

CENTRE REQUIREMENTS : Cape Town
: Undergraduate Degree (NQF7) or Advanced Diploma in Human Resource Management or equivalent qualification recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management at a middle / senior managerial level. Knowledge of and understanding of the Human Resource Development legislation and regulatory framework, Public Finance Management Act and Treasury Regulations. Knowledge and experience in Human Resource Management, Learning development and Performance Management. Ability to gather and analyse information. Knowledge of HR practice & procedures, administrative procedures, Project management, Personnel management, Strategic Planning Management, Leadership Management, People Management and Change Management. Experience and knowledge of policy development and implementation, Financial Management. Sound Research, Analytical, Organising, Planning and Presentation. Good communication skills (both verbal and report writing) interpersonal, coordination and stakeholder liaison. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.

DUTIES : Ensure the implementation of performance management for Coastal regions. Manage and conduct performance appraisals, Ensure the Implementation of PMDS Framework, Conduct performance training to managers and employees. Conduct and manage adhoc and appeals. Ensure the provision of support in reducing the vacancy and turnover rate. Manage recruitment, selection and appointment of staff, manage pre-employment verifications (reference check, verification of qualifications, etc.) of recommended candidates, manage competency assessments for recommended SMS members, Facilitate the implementation of the Retention Policy. Compliance with regulatory framework in respect of Management of Service Benefits and condition. Provide advice on service benefits and conditions, Review Service Benefits and conditions related policies Ensure the implementation of HRD strategy. for Coastal regions. Facilitate and manage the implementation of internship, bursary, orientation, and induction programmes, Oversee leadership (SMS) training/development interventions.

ENQUIRIES : Ms P Luphondo Tel No: (012) 399 8623
CLOSING DATE : 12 June 2023

POST 17/38 : **DIRECTOR: ORGANISATIONAL EFFECTIVENESS REF NO: CMS30/2023**

SALARY : R1 105 383 per annum, (an all-inclusive 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)

CENTRE REQUIREMENTS : Pretoria
: Undergraduate Degree (NQF7) or Advanced Diploma in Management Services, Operations Management, Industrial & Organisational Psychology, Human Resources Management /Development, or relevant qualification recognized by SAQA. A minimum of five (5) years' experience in Organisational Development/Design environment at a middle / senior managerial level. Knowledge of Public Service legislation and regulatory framework. Understanding of organizational development principles and procedures. Project and financial management. Ability to develop and apply policies. Knowledge of HR and organizational design practices. Understanding of job evaluation processes. Ability to lead multidisciplinary team. Knowledge of evaluate / equate system. Contract management. Administrative procedures, personnel management and monitoring and control. Sound coordination, organising and planning skills. Good communication skills (both verbal and report writing), interpersonal, programme and project management and stakeholder liaison. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.

DUTIES : Oversee the development and maintenance of the organisational structure and facilitate approval. Oversee and manage OD investigation. Over the process of review and update of functional structure. Oversee the provision of job evaluation and ensure development and review job descriptions. Ensure the development of JE plan and prioritisation of posts. Monitor and ensure effective job evaluation of posts. Attend JE forums and give feedback on latest developments. Oversee the provision of business process management

services. Ensure the mapping and improvement of business processes for every structural change that affects functioning of a business unit. Manage the development of standard operating procedures and productivity enhancement for the department. Oversee and manage the facilitation of change management processes. Ensure the implementation of change management plans. Ensure the review of change effectiveness once implemented. Develop, review and implement policies and strategies and provide advice to stakeholders. Research and benchmark best practices. Develop and review policies and strategies.

ENQUIRIES : Ms P Lumphondo Tel No: (012) 399 8623
CLOSING DATE : 12 June 2023

OTHER POSTS

POST 17/39 : **CONTROL ENVIRONMENTAL OFFICE: GRADE A: CARBON SINKS MITIGATION REF NO: CCAQ12/2023**

SALARY : R554 490 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Environmental Management Atmosphere, plant & soil interlinkages, and dynamics. Forestry dynamics in South Africa. South African Vegetation Biomes. Land Use and Land Use Change dynamics. IPCCs Work on Agriculture, Forestry, and Other Land Use (AFOLU). Climate Change. Computer Modelling. Global Change issues. Project management. Finance/budgeting Administration. Climate Change and Adaptation. PFMA, other Financial Management and associated prescripts. Technical and financial reporting. Public Service legislation. Departmental policies and procedures. Skills: Organising skills; Basic Facilitation skills; Communication skills; Computer literacy; Technical writing skills; Presentation skills; Project Management skills; Interpersonal skills; Analytical thinking; Networking skills. Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices; Experience seeing projects through the full life cycle. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination, and planning ability. Excellent verbal and written communication. Interpersonal, self-driven and approachable. Solutions-driven and proactive. Ability to work both independently and in a team; ability to work under pressure.

DUTIES : Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitate the development, review and alignment of exiting AFOLU sector policies, legislation and regulation that have an impact on national carbon sinks. Support the development of sectoral emission targets/carbon budgets/policies, measures, and instruments (carbon tax) to achieve emissions reductions for the AFOLU sector. Model/project and update emissions profile for the AFOLU sector and stratify by national and sub-national scale. Analysis and review of the AFOLU sector greenhouse gas inventory data. To co-ordinate and facilitate arrangements for stakeholder consultation in the AFOLU sector.

ENQUIRY : Mr. J Witi Tel No: (012) 399 9048
CLOSING DATE : 05 June 2023

POST 17/40 : **ASSISTANT DIRECTOR: PUBLIC ENTITY SUPPORT AND PERFORMANCE REF NO: ODG04/2023**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Public Management or relevant qualification. A minimum of three (3) years' relevant experience. Knowledge of public entity governance processes and procedures. Knowledge of the King (i, ii, iii & iv) reports and codes on good governance principles and presidential review on state owned entities. Knowledge of public service prescripts and procedure. Knowledge of strategic planning, budgeting, and financial management. Knowledge of project management and research methodology. Knowledge of procurement procedures. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Knowledge of monitoring

and evaluation systems and tools and corporate governance protocol. Knowledge of administrative procedures, HR management practices, legal issues, negotiations and dealing with conflict. Strong verbal and written communication skills. Interpersonal relations. Coordination skills. Organisational and planning. Presentation skills. Relationship Management. Stakeholder engagement. Electronic Records Management. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to interpret and apply policies, strategies, and legislation. Ability to work independently and in a team. Ability to work under extreme pressure. A valid driver's license.

DUTIES : Provide support in the facilitation and analysis of draft corporate plans, annual performance plans, quarterly performance reports and mid-year reviews of Departmental Public Entities in consultation with relevant Branches. Support to Directorate in the appointment of public entity Board members. Providing governance support regarding public entity. Support Directorate with the management of governance projects and related engagements undertaken with Public Entities.

ENQUIRIES : Ms Z Maistry Tel No: (012) 399 9117

CLOSING DATE : 05 June 2023

POST 17/41 : **ESTATE MANAGER: WOODLANDS& INDIGENEOUS FOREST MANAGEMENT REF NO: FOM23/2023**

SALARY : R424 104 per annum
CENTRE : Eastern Cape (Wilovale)
REQUIREMENTS : Degree/National Diploma (NQF6) in Forestry or relevant qualification within the related field, coupled with a minimum of three (3) years relevant experience in Indigenous Forest management. Knowledge and understanding of National Forest Act, 1998 (Act No. 84 of 1998) and National Veld and Forest Fire Act, 1998 (Act No.101 of 1998), management and regulatory processes. Knowledge and understanding of Public Service Act, Occupational Health, and Safety Act, PFMA, Treasury Regulations. Knowledge of Agricultural, Forestry, Microbiological, Biological, Geographical, Natural, Education, Botanical, Geological, Physical. Chemical, Hydrological, Soil, Ecological, Water Care and Environmental Sciences. Skills, People management and empowerment, financial management, Project and programme management, Communication skills (written and verbal), Leadership skills, Facilitation and negotiation skills, Planning and organizing. Honesty, Ability to work long hours, Ability to develop and apply policies. work individually and in team, work with difficult persons and to resolve conflict, Character beyond reproach, Articulate, Innovative and proactive. A valid driver's license.

DUTIES : Preserving the biodiversity of the estate to ensure the continued livelihood within the forest estate. Management and rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of National Forest Act and National Veld & Forest Fire Act. Auditing of forests and implementation of Corrective Action Measures as per PCIS Framework. Management of woodlots associated with some Indigenous forests. Manage the infrastructure to ensure the functional utilisation, maintenance, and development within the forest estate. Roads (e.g., management roads, tourist roads, etc.). Office buildings (e.g., offices, stores, gardens, staff houses, guest houses, ablution facilities etc.). Tourism facilities (Recreational facilities e.g., hiking huts, guest houses, camp sites, picnic sites, bird hides, etc.). Forest boundary beacons and fences. Promote Environmental Awareness and manage internal and external relationships with all interested and affected stakeholders to the estate. Ensure presentations to visitors, schools, and communities. Promote indigenous tree planting and Arbor week. Promote, facilitate, and monitor access by users and visitors to educate them on the aspects of forest biodiversity management. Ensure proper functioning of Participatory Forest Management Committees (neighbouring farmers, communities, NGOs, and other stakeholders). Participate in biodiversity related forums and workshops. Training of SAPS, Communities and Forest Officers in National Forest Act and National Veld & Forest Fire Act. Manage risk and security aspects on the estate & administrative and related function. Develop and implement resource security plan for the estate. Enforce regulations and legislation applicable on the estate. Coordinate and conduct regular forest patrols. Oversee the issuing of licenses and other relevant permits. Compile and submit monthly and quarterly reports (technical and support related e.g., work plans for PMDS). Develop an

Operational Plan for the estate. Manage human resources. Provide inputs into the development of internal standards and guidelines. Coordinate and manage booking for in hiking huts accommodation. Inputs on the formulation of policies and regulations.

ENQUIRIES : Mr. K Ncisana at 082 881 2300
CLOSING DATE : 05 June 2023

POST 17/42 : **SENIOR FORESTER: WOODLANDS & INDIGENEOUS FOREST MANAGEMENT REF NO: FOM24/2023 (X8 POSTS)**

SALARY : R359 517 per annum
CENTRE : Eastern Cape
REQUIREMENTS : Degree/National Diploma (NQF6) in Forestry/ Nature Conversation or any degree relevant qualification. The applicant should have a minimum experience of two (2) years in indigenous forest management or related field. Knowledge of all relevant acts such as National Forests Act (NFA), National Environmental Management Act (NEMA), National Environmental Management: Biodiversity Act (NEMBA), Public Service Act (PSA), Public Finance Management Act (PFMA). Knowledge of the forest management sector, computer skills, people management, leadership skills, planning and organising, financial management and a valid driving license (Code B).

DUTIES : Implementation of the infrastructure maintenance plan within the forest estate which deals with the following: Maintenance of forests roads, official buildings (e.g., offices, stores, gardens, staff houses, ablution facilities, hiking huts, camp sites, picnic sites, etc.) Maintenance of Forest boundary beacons and fences. Assist in preservation of forest biodiversity to ensure the continued livelihood within the forest estate, assist in the development and implementation of the management plan for the forest estate, which deals with the following: rehabilitation of degraded forest areas, wetlands, and riparian zones. Implementation of the National Forest Act, 1998 (Act No. 84 of 1998), as amended and National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998), as amended. Recording and monitoring and recording of rare, threatened, and endangered species, Implementation of invasive alien plant control, implementation of the PCI&S framework. Management of woodlots associated with some indigenous forests. Promote environmental awareness and manage relationships with all affected stakeholders: Presentations to visitors, schools, and communities. Capacity building of local communities in forest related legislations. Promote, facilitate, and monitor forest access by users and visitors. Promote tree planting and relevant environmental campaigns. Manage risk and security aspects of the forest estate. Staff supervision.

ENQUIRIES : Mr. Sahula Cell: 066 328 7920
CLOSING DATE : 05 June 2023

POST 17/43 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM23/2023**

SALARY : R310 767 per annum
CENTRE : Cape Town
REQUIREMENTS : Degree/National Diploma (NQF6) in Environmental Management/ Natural Sciences or Environmental Sciences coupled with minimum of one (1) year appropriate/ recognizable experience in natural science after obtaining the relevant qualification. Knowledge of the Marine Living Resources Act and other environmental legislation related to aquaculture development and monitoring. Knowledge of environmental management principles, environmental monitoring and environmental compliance for aquaculture development. Understanding of Environmental Impact Assessment and the impact of aquaculture development on the environment and vice-versa. Knowledge of administrative procedures and database development and management. Knowledge and experience in Project Management and contract management. A valid driver's license.

DUTIES : Implement integrated coastal and inland fisheries management by providing inputs into the process of developing guidelines, risk assessment and designating Aquaculture Development Zones (ADZ). Draft technical project terms of references, serve on bid committees, review technical project reports and arrange and attend meetings, develop guidelines and review when necessary for environmental monitoring required within the ADZs. Provide technical inputs and advisory services for integrated environmental

management related to aquaculture. Make contributions during amendment of environmental legislation, applicable legislation reviews and ensure that these amendments are noted. Provide support to facilitate integrated pollution and waste management for aquaculture farms. Provide technical support given in the form of written contributions to the annual yearbook and dissemination of posters and brochures. Perform administrative and related functions. Compile monthly technical reports related to ADZs for the Sub-directorate in terms of environmental monitoring, including challenges/blockages, where applicable to be addressed. Provide technical inputs into funding of environmental monitoring projects for aquaculture and/or ADZs, including exploring avenues for external funding of programmes and projects.

ENQUIRIES : Ms Fatima Daya Tel No: (021) 430 7006
CLOSING DATE : 05 June 2023

POST 17/44 : **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: CFO24/2023**

SALARY : R294 321 per annum
CENTRE : Cape Town
REQUIREMENTS : Degree/National Diploma (NQF6) in Accounting or Financial Management or relevant equivalent qualification within related field with a minimum of one (1) year experience or related field. Knowledge of financial management, accounting, and business practices. Knowledge of strategic planning and budgeting. Experience of Transversal Financial Systems BAS, LOGIS and PERSAL. Knowledge of relevant policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA). Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Ability to work individually and in teams and work with difficult persons and to resolve conflicts and work under pressure. Ability to apply policies, strategies and legislation, sense of responsibility and loyalty. Good interpersonal relations skill. Ability to work long hours voluntarily.

DUTIES : To ensure that travel and subsistence claim and advances, overtime and other PERSAL- related transaction are accurate and processed effectively and efficiently in terms of Departmental and procedures. Receive T&S claims documents, do initial check and populate the documents on S&T register. Distribute work to capturers. Check and verify the T&S documents before sending for authorisation. Ensure that monthly T&S report is complete and accurate. Ensure that BAS and Logis creditor payments are accurate and processed effectively and efficiently in terms of Departmental policies and procedures. Receive payment documents and do initial check. Check and verify payments docs before authorization by ensuring compliance to PFMA, Treasury Regulations, all policies, and financial delegations. Ensure compliance to Treasury Regulations 8.2.3. Complete BAS/Logis creditors report. Ensure the effective administrative support to coastal regions. Ensure the reconciliation of payment is complete. Respond to payment queries both verbal and written. Monitor the capturing of entities on BAS as per National Treasury. Ensure suppliers are verified and captured on BAS.

ENQUIRIES : Ms A Mapeling at 074 385 3633