

DEPARTMENT OF, FORESTRY, FISHERIES AND ENVIRONMENT

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

- APPLICATIONS** : Pretoria: Director-General, Department of Environment, Forestry and Fisheries- delete 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/KwaZulu Natal/Eastern Cape: Director-General, Department of Forestry, Fisheries and the Environment, Environment, Forestry and Fisheries - delete, The Director: Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE FOR ATTENTION NOTE** : 24 July 2023
: Human Resource Management
: Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates whose appointment/transfer will promote representivity will receive preference. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Applicants shortlisted for SMS posts will be subjected to the following : a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

OTHER POSTS

- POST 22/109** : **SCIENTIST PRODUCTION GRADE A: CHEMICAL OCEANOGRAPHY (OC16/2023)**
- SALARY CENTRE REQUIREMENTS** : R687 879 per annum (OSD)
: Cape Town
: Bachelor of Science honors degree in analytical chemistry/chemical oceanography or equivalent qualification in relevant field. 3 years post qualification experience in a relevant field. Compulsory registration with SACNASP as certificated natural scientist. Sound knowledge of general chemistry, but particularly applicable to marine biogeochemistry. Experience in laboratory work and field trips, with proven use of analysis techniques and instrumentation as related to chemistry, marine chemistry and biogeochemistry research. Experience in analysis and interpretation of small and large datasets. Ability to gather & analyze datasets. Data collection at sea from either large research vessel or small boats as regular seagoing for extended periods are required. Computer software use and computer operation (modelling) experience. Project management experience. Writing papers and scientific reports. Public Service and Departmental procedures and prescripts. Sound organising & planning skills. Good writing & speaking ability. Good leadership, facilitation, creativity, interpersonal and teamwork skills. Ability to work long hours. Ability to develop & apply policies. Ability to work individually & in a team. Ability to work under pressure and independently. Ability to work with difficult persons & to resolve conflict. A valid code 08/EB driver's license. Successful candidate will be required to undergo and pass medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951).

DUTIES : Conduct research on marine pollutants and its impact on the marine environment. Conduct research on biogeochemical cycles of nutrients (macro- and micro) associated with marine ecosystem (eutrophication and climate change). Investigate bioaccumulation and levels of metals and other pollutants on marine organisms. Data analysis and publish the results in peer reviewed journals. Create national and international collaborations. Conduct research on biogeochemical cycles of nutrients, the ecosystem, and the interaction between the two. Data analysis and develop indexes and customize scientific models and techniques. Participate in local and international climate change forums. Assist in planning and purchasing of chemicals and equipment. Assist in managing the laboratory. Science Governance. Procurement protocol. Participate on local and international research cruises. Collate and supply information that can be used to support relevant international obligations undertaken by South Africa. Assist with development of appropriate scientific skills to interns and postgraduate students, e.g., through research training and participation in supervision of theses. Assist with the promotion of scientific activities at Oceans and Coasts. Participate in other activities of Oceans and Coasts as required by management. Participate in national, regional, and international research activities (workshops and conferences). Initiate and encourage collaboration with national, regional, and international scientists.

ENQUIRIES : Dr T Mtshali Tel No 0790696595; Mr. J Khanyile - 0834337652

POST 22/110 : **CONTROL ENVIRONMENTAL OFFICE: GRADE A: GHG INVENTORY AND SYSTEMS (REF: CCAQ13/2023)**

SALARY : R554 490 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree (NQF 8) or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Knowledge of atmospheric chemistry and industry process applications. Knowledge of and experience in using 2006 IPCC guidelines. Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Good analytical and mathematical competency. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics, and technical requirements of low carbon development. Knowledge of South Africa's greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse information. Ability to conduct greenhouse gas emission reviews. Skills: Data collection and analysis; Analytical thinking; Modelling skills; Coordination skills; Communication skills (written and spoken). Programme and Project Management; Information management. Report writing skills. Organisational skills; Computer Literacy; Problem solving and interpersonal conflicts; Strategic thinking and Good communication skills (verbal, writing and other). to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict

DUTIES : Lead the compilation and review of South Africa's greenhouse gas inventory. Support the operationalization of the national system for the greenhouse gas inventory. Evaluating GHG inventory improvement themes from previous emissions inventories. Ensure that data gaps are resolved for subsequent inventories. Plan and implement GHG inventory improvement programmes. Provide end user support and training to GHG reporting entities on reporting requirements. Constantly evaluating training needs for reporting entities. Developing and updating standard operating procedures relating to the various aspects of the GHG emissions reporting system. Managing of reference data in the GHG reporting system and ensuring that it is in line with current international and local technical reporting guidelines. Ensure that appropriate interrelationships with GHG reporting entities are maintained throughout. Undertake annual review and quality control activities on greenhouse emissions reports submitted by industry. Provide support to SARS in the verification of greenhouse gas emissions used in the calculation of carbon tax liability.

ENQUIRY : Ms. S Mashele Tel No: (012) 399 9195

<u>POST 22/111</u>	:	<u>ESTATE MANAGER: COMMERCIAL FORESTRY REF NO: FOM30/2023 (X4 POSTS)</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	Degree/National Diploma (NQF6) in Forestry or relevant equivalent qualification within the related field with a minimum of three (3) years relevant experience in Commercial 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). Knowledge and understanding of PCI&S framework, Participatory Forest Management, and relevant environmental legislations. Good presentation skills. Excellent communication skills (verbal and written). Analytical and problem-solving skills. Good interpersonal relations. Ability to work under pressure and after hours. Planning and organizing skills. Computer skills in MS Office Software, a valid driving licence and must be willing to travel.
<u>DUTIES</u>	:	Manage commercial activities in an Estate. Implement short- and long-term plans for management of estate and forest resources. Develop and manage the implementation of annual plan of operations (APOs.), business plans and fire protection plans. Manage forest protection activities. Ensure the implementation, enforcement, and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA). Ensure the protection of the Estate for economic and conservation purposes. Ensure the adherence of norms, standards and operational practices and procedures. Ensure the implementation of Principles Criteria Indicators and Standards for sustainable Forestry Management. Manage environmental protection activities. Manage stream flow reduction activities under Water Act. Plan and implement pest/disease control initiatives. Develop rehabilitation plans for degraded sites. Ensure stakeholder liaison engagements. Provide technical advice to stakeholders. Coordinate awareness campaigns (Fire, Participatory Forest Management). Coordinate the development of integrated local fire management plan. Advise the local communities about business opportunities in Forestry.
<u>ENQUIRIES</u>	:	Mr. TN Ngamile Tel No: 082 802 6574
<u>POST 22/112</u>	:	<u>PROJECT COORDINATOR: FIFTH BIENNIAL UPDATE REPORT AND FOURTH NATIONAL COMMUNICATION REPORT (BUR5/NC4) (REF: CCAQ14/2023)</u> (2-Year Contract)
<u>SALARY</u>	:	R359 517 per annum (plus 37% Lieu of benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Environmental management / Science or equivalent qualification within the related field coupled with a minimum of (2) years' experience in Climate Change or related field. Knowledge of Monitoring and Evaluation. Project Management; Administrative procedures; Financial Management, Accounting & Business practices; Ability to develop, interpret and apply policies, strategies and legislation. HR management practices, legal issues, negotiations and dealing with conflict. Supply Chain Management policies and procedures. Extensive experience in Expanded Public Works Programme. Skills: Policy development and implementation People Management; Change Management; Financial Management; Sound Research, Analytical, Organising, Planning, Presentation. Good communication skills (verbal and written). Good interpersonal Coordination and stakeholder liaison. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse data. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity and initiative. Ability to work under extreme pressure. Ability to work within a team and to resolve conflict Initiative and creativity; Innovative and proactive.
<u>DUTIES</u>	:	Co-ordinate project activities between the department and United Nations Development Programme (UNDP) to ensure smooth and timely execution of project activities. Provide support to UNDP to manage the project expenditures according to the project budget. Coordinate the compilation and drafting of BUR5 and NC4 in consultation with the supervisor. Collate data, analyse and archive for drafting BUR5 and NC4. Assist with drafting chapters of NC4 and BUR5 such as National Circumstances, Constraints and Gaps as well as

additional information. Perform technical review of the drafted chapters of BUR5 and NC4. Coordinate public consultation and independent review processes of BUR5 and NC4. Assist with International Consultation Analysis (ICA) processes of BURs. Organize national workshops and trainings according to the project work-plan and attend, whenever possible, the relevant regional and international workshops, trainings and conferences. Assist with all logistical requirements for public consultation and independent review processes of BUR5 and NC4. Perform all logistical arrangements for Project Steering Committee (PSC) and progress meetings as well as progress. Provide support in finalising the cabinet approval processes of BUR5 and NC4.

ENQUIRIES : Ms S Motshwanedi, Tel: 012 399 9155

POST 22/113 : **SENIOR FORESTER: COMMERCIAL FORESTRY REF NO: FOM32/2023**

SALARY : R359 517 per annum

CENTRE : Eastern Cape

REQUIREMENTS : Degree/National Diploma (NQF6) in Forestry or relevant equivalent qualification within the related field. a minimum of two (2) years' experience in Commercial Forest Management. Knowledge of the National Forest Act 1998 (Act 84 of 1998), and the National Veld and Forest Act, 1998 (Act 101 of 1998), NEMA, and NEMBA. The ability to interpret and apply related legislation and policies. Knowledge of project management. Planning and organising skills, facilitation and negotiation skills. Excellent communication (verbal, presentation and report writing), problem solving skills and computer skills. Ability to work independently and efficiently under pressure. A valid driver's license and must be willing to travel.

DUTIES : Oversee and render commercial activities in the plantations. Implement operational plans for the plantation. Quality assure work rendered by services providers. Prepare for planting and other sivicultural operations (planting, weeding, harvesting etc) as well as routine management of the plantation. Render forestry protection activities. Assist with the implementation, enforcement, and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA). Implement plans to prevent and combat veld and forest fires Liaison with stakeholders. Provide awareness campaigns (Fire, Participatory Forest Management). Render environmental protection activities. Ensure maintenance of conservation zones.

ENQUIRIES : Mr. TN Ngamile Tel No: 082 802 6574

POST 22/114 : **SENIOR FORESTRY DEVELOPMENT OFFICER (REF FOM32/2023)**

SALARY : R359 517 per annum

CENTRE : KwaZulu Natal (Ugu District)

REQUIREMENTS : Degree/National Diploma (NQF level 6) in Forestry/ Horticulture/ Environmental Studies or equivalent qualification within related field. A Minimum of 1 years' experience in forestry development. Knowledge and understanding of National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996). Knowledge of the function of different departments and spheres of government. Knowledge of Operations Management. Knowledge of Reporting systems and processes. Knowledge of Government business practices and policies. Departmental service delivery, Project Management and strategic planning. Relationship management and stakeholder engagement. Knowledge of Management Service Delivery Innovation (SDI). Leadership skills, Communication skills, Change Management. Ability to work under pressure and handle criticism. Team leading and good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Sense of responsibility and loyalty. Taking initiatives, creativity, and willingness to travel. Drivers' lice will be added as an advantage.

DUTIES : Provide technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on forestry greening initiatives. Promote Ten million tree programme. Assist municipality greening plans. Promote partnership between government, Non-Government Organizations (NGO's) and private individuals and communities to ensure long term commitment to forestry programmes and greening programmes. Promote sustainable use of natural resources on woodland & indigenous forest areas on privately and communal owned land through partnerships with interested and affected party. Promote Agroforestry. Render

support on the implementation of livelihood development programs or projects. Facilitate the implementation of Edu plant projects. Participate in all Environmental programmes and Environmental days. Identify areas of challenges. Conduct training to impact skills on the identified programs or projects. Render support on the implementation of forestry enterprise development initiatives. Facilitate the establishment of new afforestation, facilitate the rehabilitation of degraded plantations to a business entity and identify suitable land for forestry development programs. Assist the communities with regard to the registration of legal entities. Provide general administration support services. Compile monthly and quarterly progress reports. Develop and maintain database, provide support for the co-ordination of activities on forestry awareness campaign and empowerment. Facilitate the co-ordination of capacity building workshops on the public participation processes targeting communities.

ENQUIRIES : Ms Wongeka Kutshwa, Tel: 060 974 2601

POST 22/115 : **PROVISIONING ADMINISTRATION OFFICER: ORDERS REF NO (CFO32/2023)**

SALARY CENTRE REQUIREMENTS : R294 321 per annum
 : Cape Town
 : National Diploma (NQF level 6) in Supply Chain Management or an appropriate qualification in a related field. A minimum 1-year experience in Supply Chain Management or related field. Knowledge of Database system, logistics, acquisition, and business practices. Ability to maintain database management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer Database of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Logistics management, Acquisition and Contract management, Public Service legislative frameworks. Adequate Project management. Good interpersonal relations, Relationship Management, Stakeholder engagement. Service Delivery Innovation (SDI). People Management and Empowerment. Ability to work long hours voluntarily. Ability to work individually and in team. Creativity, Honesty, Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty, Initiative and creativity.

DUTIES : Provide procurement advices and process orders. Approval of procurement advices on Logis. Mainframe. Ensure/check that all Items Control Numbers (ICN) are linked with the correct supplier on Logis. Override the Logis System to generate orders for very urgent requests. Attend to queries related to processing of orders. Ensure relevant approvals are attached to Log 2 for all necessary Procurement. Submit detail report, Check, verify and correct monthly 0-9 files report. Monitor movement of documents within Procurement Section. Ensure and sign off on the vouchers (SRI, RC and IS) and files. Ensure that undelivered orders are closed and finalised. Compilation of Logis / BAS commitment reconciliation Reports. Match commitment amount against current or recent monthly report. Compile monthly Logis commitment report per Branch / program. Perform the BAS/Logis Reconciliation report. Ensure that commitments are allocated per branch. Consolidation of the commitment report for all Stores. Compile and reconcile contract register. Register all manual order books before utilization and issuing Keep records of all used and issued manual order books. Ensure Re-capturing of all manual orders onto the logis system. Ensure that correct information is captured on Logis system in accordance with Manual order

ENQUIRIES : Mr. A Tshangana (Tel: 067 417 3801)

POST 22/116 : **LEGAL ADMINISTRATION OFFICER (MR2): CORPORATE LEGAL SUPPORT & LITIGATION REF NO (RCSM18/2023)**

SALARY CENTRE REQUIREMENTS : R264 891 per annum (OSD)
 : Cape Town
 : LLB degree (NQF level 8) coupled with at least one (1) year appropriate post qualification in legal/litigation experience. Knowledge and experience in vetting of contracts. Knowledge of Environmental Law, risk management. Legal research methodologies and presentation. Knowledge of Constitutional Law and Administrative Law. Knowledge and experience of PAIA, POPIA and PAJA. Ability to interpret and apply law, legislations, and policies. Good

analytical and research skills. Good verbal and written communication 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. Good negotiating skills. Willingness to work after hours or over weekends when necessary. A valid driver's licence and must be willing to travel.

DUTIES : Drafting of contracts or international instruments on request and instructions from client directorates. Ensuring legalities and legal formalities of contracts or international instruments conform to the prescribed prescripts. Vetting of contracts or international instruments on request and instructions from client directorates. Provide general legal support including providing legal advice and opinions. Conduct information and training workshops within the Department on contract manual and templates, PAIA, POPIA and PAJA. Ensure PAIA requests are responded to within the time frames specified in terms of the PAIA. Consult with stakeholders/clients, State Attorneys, and legal counsel.

ENQUIRIES : Mr. C Liebenberg, Tel: 021 493 7132

POST 22/117 : **PROVISIONING ADMINISTRATION CLERK: PAYMENTS REF NO (CFO31/2023) (2 POSTS)**

SALARY : R202 233 per annum
CENTRE : Cape Town
REQUIREMENTS : Grade 12 Certificate (NQF level 4) or equivalent qualification. Experience in Administration/office environment will an added advantage. Sound organising and planning skills, administrative skills. Good communication skills. Operate a computer, Compiling performance reports, Leadership, Facilitation, Creativity, Public service training courses e.g., Microsoft Excel. Listening skills & Writing skills. Adequate skills in computer use, Advanced skills in financial management. Problem Solving and Analysis. People Management and Empowerment, Client Orientation and Customer Focus. Ability to work individually and in team. Ability to work long hours voluntarily. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Initiative and creativity.

DUTIES : Process Invoices for Payments. Record order document into the invoice register book. Check completeness of all order documents attached. Prepare documents before submitting to Finance. Capture Simultaneous Receipts (SR's) on selection RCRI and sign documents. Verify if the invoice amount and order amount correspond. Complete reconciliation sheet for all partial payments. Request the service provider to submit a confirmation of final invoice payment. Ensure that invoices are paid within 30 days after receipts of invoice to SCM Director. Correct and accurate capturing of receipts and invoices. Compile payment reports. Complete the monthly payment report accordingly with regards to relevant Branch. Ensure that payments reports submitted are valid; accurate and complete. Administer payment register and Invoice Tracking System. Complete the payment register, sign off and submit to Finance Director. Updating of invoice on tracking System. Expedite Invoices and reconciliation statements. Ensure that statements are accurate, valid and complete. Supply proof of payments to suppliers and Chief users clerk. Give feedback to suppliers and internal clients about status of payment, if paid sent stub to relevant service providers.

ENQUIRIES : Mr. A Tshangana (Tel: 067 417 3801)