

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

OTHER POSTS

<u>POST 29/42</u>	:	<u>DEPUTY DIRECTOR BUSINESS DEVELOPMENT REF NO: EP9010/2023</u>
<u>SALARY</u>	:	R811 560 per annum
<u>CENTRE</u>	:	Cape Town/Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF6) in Business Administration or relevant qualification Coupled with a minimum of three (3) years in Business Development of which three 3 years should be at junior managerial level (Assistant Director Level or equivalent). Knowledge SMME development and Strategic organisational coordination/ organising planning. Knowledge of Business planning, development of best practices, monitoring and evaluation approaches, research methodologies, risk management, departmental procedures, policies, and - prescripts, as well as project management and business administration. Skills: Planning/organising, business writing and interpersonal skills. Ability to communicate well (both orally and written) with stakeholders. Be able to work individually and in a team. Sense of responsibility, Service Orientated, Protect the confidentiality of documents and ability to gather and analyse information.
<u>DUTIES</u>	:	Develop, review and support implementation of enabling frameworks and plans for SMMEs for the EP Branch. Develop a branch SMME Development Framework. Conduct stakeholder consultations (internal & external) on the Framework with relevant stakeholders. Conduct roadshows and workshops for the implementation of the multi-year implementation plan. Coordinate the procurement process and project manage a contracted service Provider to implement SMME projects requirements for a multi-year implementation plan for the Branch. Engage in appropriate procurement processes to contract a service provider for implementation. Support and manage the inception of a relevant service provider/s according to the departmental prescripts. Facilitate Stakeholder Engagements to strengthen and support SMME development of EP contractors. Develop and maintain a SMME database, manage the DSBD/DFFE implementation plan and quarterly reporting as the branch focal point. Develop and implement the contractor development exit strategy. Conduct workshops on the Exit Strategy Implementation plan.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Dreyer at (072) 700121 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.
<u>FOR ATTENTION NOTE</u>	:	Human Resources Management Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vita 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. 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.
<u>CLOSING DATE</u>	:	11 September 2023

POST 29/43 : **CONTROL ENGINEERING TECHNICIAN GRADE A: TELECOMMS & ELECTRONICS REF NO: OC25/2023**

SALARY : R499 275 per annum

CENTRE : Cape Town (Waterfront)

REQUIREMENTS : Applicants must be in possession of National Diploma (NQF Level 6) in Engineering or equivalent relevant qualification, coupled with a minimum of 6 years post qualification technical experience and compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. Knowledge and understanding of electronic maintenance and support. Knowledge of legal compliance. Knowledge of Technical design and analysis, technical report writing and Technical consulting. Knowledge of research and development; and South Africa Ocean research efforts. An understanding of science and knowledge of the technical support requirements to conduct rigorous scientific research. Knowledge of Public service and Departmental policies and procedures. Skills: Computer- aided engineering application; analytical skills; project management; and research & development. Ability to work as a team member. Good communication skills (verbal & written). Valid driver's license (Code B).

DUTIES : Manage technical infrastructure and services. Monitor and report on the performance of the communication systems and associated peripherals. Monitor and report on the performance of contractors and service providers to ensure adherence to SLA's. Provide and consolidate inputs to the technical and /or engineering work plan. Maintain the SANAP electronics, communications, and IT systems. Responsible for installing, repairing, maintaining, troubleshooting, testing and operation of Communication and IT systems. Ensure IT network usability and optimal performance. Ensure that all HF and VHF radios are properly tested and are functional before each voyage. Perform administrative and related functions. Responsible for the procurement of Communication, IT, Recreational, Audio-visual and Appliances for the SANAP bases. Compile and submit reports and other submissions as required. Compile and manage an equipment inventory in accordance with Departmental asset management policies. Plan and participate in annual relief voyages. Plan and prepare for relief voyages, which include: meetings with all stakeholders, liaise with all orders, keep track with appointments, issuing of permits, etc. Assist with the HR recruitment process for overwintering personal. Ensure the necessary training is given to over-winterers on the operation of all radio and SAR equipment. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr W Boshoff at: (082) 412 4293

APPLICATIONS : **Pretoria:** 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, marked for the attention: Human Resources Management.
Cape Town and Eastern Cape- Director-General, Department of Forestry, Fisheries and the Environment. Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or hand-deliver to Bisho Office, ERF 5000 Building, Corner Independent Avenue and Circular Drive, office number 006, 3rd floor deliver.

FOR ATTENTION : The Director: Human Resource Management

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. 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. 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. Note: The successful candidate will have to participate in relief voyages to Marion, Gough and Antarctica that can last up to 3 months at a time which will require full medical screenings.

- CLOSING DATE** : 11 September 2023
- POST 29/44** : **ASSISTANT DIRECTOR: BIODIVERSITY SECTOR AND BILATERAL COORDINATION REF NO: BC16/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Pretoria
: A National Diploma (NQF6) in Public Administration or equivalent relevant qualification plus a minimum of three (3) years' experience in a related field. Knowledge of project planning methodologies such as critical path planning. Knowledge of computers and database/spreadsheet/ word processing software; Biodiversity Management; Conservation Management; Public Administration; and Project Management. Public service prescripts and procedure. Ability to conceptualize and organize project planning process. Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people. Personal attributes: Team player; Goal orientated; Working under pressure; initiative and creativity; Self-Motivation; Adaptability; Ability to take responsibility and function under minimal supervision. Ability to work with wide range of people.
- DUTIES** : Coordinate the development of Medium-Term Strategic Framework (MTSF) targets for the Biodiversity and Conservation sector and monitor implementation thereof. Develop, implement, and maintain an effective tracking system for monitoring the implementation of the Sector's MTSF targets. Coordinate the development and conclusion of Memoranda of Understanding (MoUs) between DFFE and external stakeholders. Coordinate the development and conclusion of bilateral agreements on biodiversity and conservation between South Africa and other countries. Facilitate the implementation of bilateral agreements and monitor progress thereof. Represent the Department at DIRCO's inter-departmental meetings on bilateral cooperation. Prepare submissions and briefing documents on the concluded and proposed bilateral agreements. Liaise with international stakeholders to advance South African interests and support the Branch in engagements with different multilateral and bilateral forums. Coordinate the implementation of the Rhino Integrated Management Strategy. Coordinate the intergovernmental forum on Biodiversity and Conservation (Working Group 1) and Protected Areas CEOs Forum meetings. Draft meeting minutes and action list/meeting outcomes within the allocated timeframe and monitor the implementation of decisions emanating from the meetings. Collate and conduct quality control on all WG1 and CEOs Forum meeting documents including WG1 documents for MinTech and MinMec meetings. Follow-up on the resolutions of Working Group 1 and Protected Areas CEOs Forum meetings and provide feedback to relevant stakeholders. Facilitate the implementation of MinTech and MinMec resolutions in relation to the Sector. Maintain a decision matrix of the meetings and provide feedback/updates on the meeting resolutions. Coordinate, monitor and report on the implementation of Sustainable Development Goals for the Biodiversity and Conservation Sector.
- ENQUIRIES APPLICATIONS** : Mr S Maletle Tel No: (012) 399 9511
: 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.
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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. 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.

- CLOSING DATE** : 11 September 2023
- POST 29/45** : **ASSISTANT DIRECTOR: PAYMENTS REF NO: CFO34/2023**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Financial Management /Accounting or equivalent qualification within the related field. A minimum of three years' experience in Financial Management. Supervisory experience. Knowledge of financial management, accounting, and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Understanding of the Treasury Regulations, PFMA and Departmental policies. Ability to control and manage the acquisition of services and assets of the department. Financial management; Accounting; Accounting. BAS; LOGIS; PERSAL; SAFETYNET and Public Service financial legislative frameworks Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills in policy formulation; Adequate skills in computer use; Advanced skills in financial; management and project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Research; Programme and Project Management; Financial Management and Change Management. Ability to work under pressure and 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. Ability to work with difficult persons and to resolve conflict.
- DUTIES** : Management of travel and subsistence. Ensure that payments are processed on BAS and LOGIS. Ensure processing of creditor payments and compliance to financial prescripts and procedures. Verify Standard Chart of Accounts codes and authorize payments on BAS and Logis. Ensure monthly reconciliation between accounts. Request reports on BAS to verify against reconciliation submitted. Monitor account reconciliations. Reconciliation of suspense and general ledger accounts and the approval of related journals. Manage inflow and outflow of funds and authorise duly signed and supported telegraphic transfers. Review and authorise monthly bank reconciliation. Ensure capturing and verification of suppliers on safety net, BAS and Logis.
- ENQUIRY APPLICATIONS** : Mr N Leshabane Tel No: (012) 399 9115
- : 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.
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- CLOSING DATE** : 04 September 2023
- POST 29/46** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE MITIGATION SECTOR PLAN IMPLEMENTATION REF NO: CCAQ15/2023 (X2 POSTS)**
- SALARY** : R310 767 per annum
CENTRE : Pretoria
REQUIREMENTS : National diploma (NQF 6) in Environmental Management/ Natural Sciences or equivalent qualification within the related field. A minimum of one year experience in the related field. Knowledge of environmental and development issues (globally, regionally, and locally). Knowledge in the area of energy, transports, waste, industry and agriculture, forestry and other land use. Knowledge of industrial /chemical production processes. Knowledge of cleaner production best practices and approaches. Knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development, Carbon finance etc. South Africa's greenhouse gas emission profile and climate change mitigation. Ability to conduct research, gather and analyse and interpret information. Knowledge of intergovernmental institutional arrangements for environmental management functions. Skills: Data collection and analysis; coordination; organisational and planning skills; Communication skills (written and spoken); Programme and Project Management; Decision-making skills; Report writing skills. Computer Literacy and Problem-solving skills. Ability to develop and apply policies. Ability to work independently and in a team. Good interpersonal relations skills. Conflict management and resolution. Ability to collect and interpret information and reports. Ability to work under pressure and willingness to work long hours.
- DUTIES** : Conduct GHG pollution prevention plans (mitigation plans) and annual progress reports administration. Conduct the GHG carbon budgets allocations administrations. Undertake updating of the PPPs, annual progress reports and carbon budgets processing and reporting mechanism. Upload and update all the PPPs, annual progress reports and carbon budgets records. Facilitate and undertake coordination and monitoring of the implementation of provincial and local government mitigation response implementation plans, tools, and products to mainstream climate change responses. Facilitate and undertake the provision of technical support to line departments/ branches to mainstream climate change mitigation responses. Provide and undertake climate change mitigation technical input to support EIA project authorisations. Conduct capacity building, training, and awareness on climate change mitigation.
- ENQUIRY APPLICATIONS** : Ms M Tshangela Tel No: (012) 399 9259
 : 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.
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CLOSING DATE

: 04 September 2023