

## 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** : 02 October 2023
- 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. 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) submitted prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, 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.

## MANAGEMENT ECHELON

- POST 32/10** : **DIRECTOR: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS**  
**REF NO: CCAQ14/2023**  
Re-advertisement previously applied employees need not re-apply as previously applied application will still be considered.
- SALARY** : R1 162 200 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Natural/Physical Sciences/ Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognised by SAQA. Applicants must have five (5) years of experience at a middle/senior managerial level within the field of Environmental Management. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in the area of sustainable energy Training courses in

		Greenhouse Gas. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities including projects. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Demonstrated grounding in finance, Public Service procedures and policies. Knowledge of HR management practices, legal issues, negotiations skills and ability to deal with conflict; Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment.
<b><u>DUTIES</u></b>	:	Conduct research and prepare greenhouse gas data and related information to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios. Provide support on climate change mitigation interventions undertaken to facilitate implementation of South Africa's Low Emission Development. Analyse and report progress in the implementation and effects of key mitigation actions to South African and international audiences. Continuously develop and upgrade the tools/ system that will be used to evaluate, monitor, and verify national climate change mitigation responses. Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitation of the development, review and alignment of existing and new sector policies, legislation and regulation that have an impact on national carbon sinks. Facilitate and coordinate arrangements for the implementation of carbon sinks programmes and projects through formalization of institutional arrangements. Facilitate research and analysis to inform climate change mitigation decision and responses for the Agriculture, Forestry and Land Use sector. Conduct research to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios.
<b><u>ENQUERIES</u></b>	:	Mr J Witi Tel No: (012) 399 9048
<b>OTHER POSTS</b>		
<b><u>POST 32/11</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING AND BUSINESS PERFORMANCE REF NO: CMS49/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	Degree / National Diploma (NQF level 6) in Public Management / Public Administration or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement. Public sector risk management framework. Understanding of project management and financial management. Knowledge of government planning process. Ability to lead a multidisciplinary team. Knowledge in performance reporting and monitoring and evaluation process. Ability to develop and apply policies. Sound organising, planning and excellent communication skills. Effective analytical skills, report writing, innovative and interpersonal skills. Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Provide strategic and annual performance planning support to the Department. Facilitate submission of branch inputs and consolidate the Strategic Plan, Annual Performance Plan, Operational Plan, Service Delivery Improvement Plan and Annual Report. Provide monitoring, evaluation, and reporting support to the Department. Coordinate submission of branch quarterly performance reports and supporting evidence. Coordinate an analysis of reports for accuracy, completeness, validity of reported performance information and level of performance against performance indicators and targets. Verification of performance submitted by branches. Follow-up on outstanding evidence with branches. Implementation of all control measures put in place to mitigate performance management risks, continuous review, and improvement of existing control measures. Facilitate and submit the Department's mandatory/compliance reports to relevant entities. Consolidate Estimate of National Expenditure quarterly

		reports. Oversee maintenance of the Department's online Organisational Performance Management System (Balance score card) and support continuous improvement of the overall DFFE performance monitoring, evaluation, and reporting system.
<b><u>ENQUIRIES</u></b>	:	Ms. L Tsekiso Tel No: (012) 399 9661
<b><u>POST 32/12</u></b>	:	<b><u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EIA AUTHORISATION: INTEGRATED ENVIRONMENTAL AUTHORISATION REF NO: RCSM23/2023</u></b>
<b><u>SALARY</u></b>	:	R451 587 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Experience in processing EIA decisions and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an added advantage. EAPASA registration, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure as well as willingness to travel long distances. Must have valid Driver's license.
<b><u>DUTIES</u></b>	:	Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Assist in administration and monitoring compliance with environmental authorisations issues. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.
<b><u>ENQUIRIES</u></b>	:	Ms M Morudu Tel No: (012) 399 9375
<b><u>POST 32/13</u></b>	:	<b><u>BIODIVERSITY OFFICER SPECIALISED PRODUCTION: INVASIVE ALIEN SPECIES: ENFORCEMENT (INTERNAL CONTROL) REF NO: RCSM22/2023</u></b>
<b><u>SALARY</u></b>	:	R451 587 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Extensive experience in compliance and enforcement dealing with natural resources especially related to alien and invasive species. Experience in natural resource management together with relevant technical knowledge in the prevention and/or control of invasive and alien species. A Certificate in Environmental Management Inspector will be an added advantage. Experience in or knowledge of alien and invasive species regulations related investigations and enforcement, Ability to compile case dockets with legally admissible evidence, including recording all progress in the

		investigative diary. Ability to draft legal defensible administrative notices, directives. Knowledge of the provisions of the National Environmental Management Act (NEMA) and National Environmental Management: Biodiversity Act (NEM: BA). Good interpersonal and communication skills. Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Criminal investigations and administrative enforcement in relation to invasive alien species within the country. Drafting of enforcement strategies to inform actions to be taken. Drafting of legal documents, notices, affidavits, charge sheets, plea and sentence agreements. Obtain warning statements from suspects, open criminal cases to prosecute offenders. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Liaise with Directorate: Litigation and other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions. Implement the directorate's filing system efficiently. Implement relevant SOPs and guidelines. Participate in EMI events, training and projects. Assist in responding to both Parliamentary and Media queries. Develop and facilitate the implementation of national policies, strategies and programmes relating to the compliance and enforcement with the AIS regulations. Compile and submit monthly reports to the supervisor and perform other administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Sonja Meintjes Tel No: (012) 399 9597
<b><u>POST 32/14</u></b>	:	<b><u>SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: OM/53/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Mafikeng
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF6) or Bachelor's Degree in Forestry or equivalent qualification within related field with 2-3 years' experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software, a valid driver's license and must be willing to travel.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on importance greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Implement greening projects through EPWP. Promote partnership between government, Non-Government Organisations (NGO's) and private individuals and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's and DDM's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry policies. Provide general administration support services.
<b><u>ENQUIRIES</u></b>	:	Ms N Gobodwana Tel No: (053) 927 0843
<b><u>POST 32/15</u></b>	:	<b><u>PROVISIONING ADMIN OFFICER: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO41/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree (NQF6) in Supply Chain Management or relevant qualification coupled with one (1) year of experience in Supply Chain Management or a relevant field. Knowledge of procurement procedures, administrative

procedures, Financial management, and Personnel management. Knowledge of Demand Management, Acquisition, and Contract Management. Knowledge of Public Service Legislative framework. Skills: Good interpersonal relations, Stakeholder engagement. Ability to gather and analyse information, and be able to work individually and in a team. Ability to apply policies, Good interpersonal relations, and communication skills. Be able to work under pressure, Ability to work with difficult persons, and resolve conflict. Sense of responsibility and loyalty, Initiative and creativity. Must be able to work long hours voluntarily.

**DUTIES**

: Verify and handle the administration of the acquisition of goods in compliance with SCM legislation, prescripts, and sound corporate governance. Verify the correctness of bid/quotation numbers allocated and the closing date for bids to be advertised. Ensure timeous advertisement/publication of bids in the National Treasury eTender publication portal and Departmental website. Advertisements of quotes on the National Treasury eTender publication portal. Updating the Bid and quotation registers. Facilitation of briefing sessions. Verify administration of received bids. Opening/facilitating of bidding box on the closing date at 11h00 and collection of submitted bid documents. Ensuring opening of received bids. Prepare the bid opening certificate. Administer procurement of bids above R1 000 000.00 to be completed within 120 days. Provide secretariat services to BSC and BEC. Ensure the arrangement of BSC and BEC meetings according to proposed meeting dates. Calculate the price and preference points. Administration of TORs/Specifications below R1000 000. Receive requisition/Log2 and check the correctness of specification and advise. Keep a record of all processed TORs for monthly and quarterly reporting. Coordinate the implementation Monitoring of the procurement Plan.

**ENQUIRIES**

: Ms N Mabece Tel No: (021) 493 7239