

ANNEXURE D

DEPARTMENT OF, FORESTRY, FISHERIES AND ENVIRONMENT

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

APPLICATIONS: 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.

FOR ATTENTION: Human Resources Management
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 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.

MANAGEMENT ECHELON

This programme is aimed at affording youth an employment opportunity to gain work experience

POST: **YOUTH ENVIRONMENTAL COORDINATOR: LOCAL GOVERNMENT SUPPORT (2 YEAR CONTRACT)**

SALARY R 211 713 per annum plus 37% in lieu of benefits

CENTRE **Gauteng** - Ref no: YCOP1/2022 (City of Ekurhuleni/ City of Johannesburg/City of Tshwane/ Emfuleni/ Lesedi/ Midvaal/ Merafong City/Mogale City/ Rand West City) 9 posts
Limpopo - Ref no: YCOP2/2022 (Blouberg/ Lepelle-Nkumpi/ Molemole/ Polokwane/ Ba-Phalaborwa/ Greater Giyani Greater Letaba/ Greater Tzaneen/ Maruleng/ Elias Motsoaledi/ Ephraim Mogale/mFetakgomo-Tubatse/ Makhuduthamaga/ Collins Chabane/ Makhado/ Musina/ Thulamela/ Bela-Bela/ Lephalale/ Modimolle-Mookgophong/ Mogalakwena/ Thabazimbi) 21 posts

Free State - Ref no: YCOP3/2022 (Mangaung/ Mafube/ Metsimaholo/ Moqhaka/ Ngwathe/ Masilonyana/ Matjhabeng/ Nala/ Tokologo/ Tswelopele/ Dihlabeng/ Maluti-A-Phofung/ Mantsopa/ Nketoana/ Phumelela/ Setsoto/ Kopanong/ Letsemeng/ Mohokare) 21 posts

Mpumalanga - Ref no: YCOP4/2022 (Bushbuckridge/ City of Mbombela/ Nkomazi/ Thaba Chweu/ Chief Albert Luthuli/ Dipaleseng/ Dr Pixley Ka Isaka Seme/ Govan Mbeki/ Lekwa/ Mkhondo/ Msukaligwa/ Dr JS Moroka/ Emakhazeni/ Emalahleni/ Steve Tshwete/ Thembisile Hani/ Victor Khanye) 17 posts

Northern Cape - Ref no: YCOP5/2022 (Dikgatlong/ Magareng/ Phokwane/ Sol Plaatje/ Ga-Segonyana/ Gamagara/ Joe Morolong/ Hantam/ Kamiesberg/ Karoo Hoogland/ Khai-Ma/ Nama Khoi/ Richtersveld/ Emthanjeni/ Kareeberg/ Renosterberg/ Siyancuma/ Siyathemba/ Thembelihle/ Ubuntu/ Umsobomvu/ Kheis/ Dawid Kruiper/ Kai !Garib/ Kgatelopele/ Tsantsabane) 26 posts

Kwazulu Natal - Ref no: YCOP6/2022 (eThekweni/ Dannhauser/ eMadlangeni/ Newcastle/ Dr Nkosazana Dlamini Zuma/ Greater Kokstad/ Ubuhlebezwe/ Umzimkhulu/ KwaDukuza/ Mandeni/ Maphumulo/ Ndwedwe/ City of uMhlathuze/ Mthonjaneni/ Nkandla/ uMfolozi/ uMlalazi/ Ray Nkonyeni/ Umdoni/ Umuziwabantu/ Umzumbe/ Impendle/ Mkhambathini/ Mpofana /Msunduzi/ Richmond/ uMngeni/ uMshwathi/ Big 5 Hlabisa/ Jozini/ Mtubatuba/ uMhlabuyalingana/ Endumeni/ Nquthu/ uMsinga/ Umvoti/ Alfred Duma/ Inkosi Langalibalele/ Okhahlamba/ AbaQulusi/ eDumbe/ Nongoma/ Ulundi/ uPhongolo) 44 posts

North West - Ref no: YCOP7/2022 (Kgetlengrivier/ Madibeng/ Moretele/ Moses Kotane/ Rustenburg/ City of Matlosana/ JB Marks/ Maquassi Hills/ Greater Taung/ Kagisano-Molopo/ Lekwa-Teemane/ Mamusa/ Naledi/ Ditsobotla/ Mahikeng/ Ramotshere Moiloa/ Ratlou/ Tswaing) 18 posts

Eastern Cape - Ref no: YCOP8/2022 (Buffalo City/ Nelson Mandela/ Matatiele/ Ntabankulu/ Umzimvub/ Winnie Madikizela-Mandela/ Amahlathi/ Great Kei/Mbhashe/ Mnquma/ Ngqushwa/ Raymond Mhlaba/ Emalahleni/ Engcobo/ Enoch Mgijima/ Intsika Yethu/ Inxuba Yethemba/ Sakhisizwe/ Elundini/ Senqu/ Walter Sisulu/ Ingquza Hill/ King Sabata Dalindyebo/ Mhlontlo/ Nyandeni/ Port St Johns/ Blue Crane Route/ Dr Beyers Naudé/ Kouga/ Koukamma/ Makana/ Ndlambel/ Sundays River Valley) 33 posts

Western Cape - Ref no: YCOP9/2022 (City of Cape Town/ Breede Valley/ Drakenstein/ Langeberg/ Stellenbosch/ Witzenberg/ Beaufort West/ Laingsburg/ Prince Albert/ Bitou/ George/ Hessequa/ Kannaland/ Knysna/ Mossel Bay/ Oudtshoorn/ Cape Agulhas/ Overstrand/ Swellendam/ Theewaterskloof/ Bergrivier/ Cederberg/ Matzikama/ Saldanha Bay/ Swartland) 25 posts

Pretoria - Ref no: YCOP10/2022 (DFFE & SALGA) 18 posts

REQUIREMENTS

National Diploma in Environmental or Natural Science or equivalent qualification in a related field. 0-2 years of experience in relevant field. Knowledge and application of environmental legislations. Understanding of local government and its relationship with National and Provincial government. Knowledge and application of project management, intergovernmental relations, Expanded Public Works Programme (EPWP). Organizational and coordination skills. Stakeholder management, facilitation, and a good understanding of government planning processes. Sound organising and planning skills. Good communication skills (Good verbal and written communication skills) and Interpersonal relation skills. Computer literacy and operation of all Microsoft packages. A valid driver's license.

DUTIES:

Support initiatives to integrate environmental sustainability in municipal planning. Facilitate and coordinate environmental capacity building. Provide support in the identification of environmental capacity gaps within Local Municipalities. Facilitate and coordinate environmental awareness initiatives. Identification of environmental education and awareness programmes for local municipality. Conceptualization, development and implementation of environmental education and awareness programme for schools and communities within local municipalities. Improve environmental governance systems within municipality. Participate in Municipal/ Provincial/ National Governance environmental structures. Participate in the development and/or review of municipal sector plans. Support the planning and implementation of Departments EPWP projects.

NOTE

Applicants must clearly indicate the province, ref number and the local municipality they are applying for on the Z83 Application form. Applicants who are applying for multiple municipalities must submit separate applications.

ENQUIRIES

Mr L Dombo Tel: 012 399 9937

CLOSING DATE:

03 October 2022

POST:

PROVINCIAL PROGRAMME SUPPORT OFFICER: YOUTH COMMUNITY OUTREACH PROGRAMME: REF NO: PPSO1/2022 X9 POSTS (2 YEAR CONTRACT)

**SALARY
CENTRE
REQUIREMENTS**

R 176 310 per annum plus 37% in lieu of benefits
Pretoria

A Grade 12 certificate. No experience required. A post-matric qualification in Public Administration/Administration will be an added advantage. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Treasury Practice Note. Knowledge of administrative/clerical procedure, financial, procurement procedures, departmental procedures, and prescript/policies. Coordination and stakeholder management; Interpersonal; organizational, facilitation and coordination skills. Good verbal and written communication skills. Good understanding of government planning processes. Ability to work under pressure, work with difficult people, be responsible and loyal, be honest and reliable, work long hours voluntarily, and ability work with limited supervision. Computer literacy and operation of all Microsoft packages. A valid driver's license.

DUTIES:

Render support for Provincial Municipal environment analysis. Support the implementation environmental provincial advocacy initiatives. Support the planning and implementation of environmental education activities. Organize and distribute environmental education and awareness promotional materials. Prepare monthly, quarterly and annual provincial environmental advocacy reports. Provide logistical support; Facilitate traveling and booking needs; Process S&T and Kilometre claims. Provide administrative and secretariat support. Prepare communications, such as memos, emails, invoices, reports and other correspondence. Collate monthly, quarterly performance reports. Create and maintain filing systems. Facilitate procurement of goods and services

**ENQUIRIES
CLOSING DATE:**

Mr. L Dombo Tel: 012 399 9937
03 October 2022