DEPARTMENT OF ENVIRONMENTAL AFFAIRS
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

CLOSING DATE : 08 February 2016
NOTE : 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, for all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form. 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. Short-listed candidates will be subjected to 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. Relaxation of qualification requirements may be considered for non-OSD posts. The persons 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. No faxed, e-mailed and late applications will be considered. 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 03/21 : DIRECTOR: OCEANS ECONOMY REF NO: OC 45/2015
SALARY : R864 177 per annum (All inclusive flexible remuneration package conditions apply)
CENTRE : Western Cape

DUTIES : Manage and facilitate the implementation of the 3-feet delivery plans for the Marine Protection Services and Ocean Governance Focus Area. Ensure the effective and efficient functioning of the Working Groups for the individual initiatives to ensure the 3-feet plan implementation. Manage and provide leadership to initiative owners to ensure the implementation of initiatives and activities. Ensure regular engagement with the implementing agents. Collate reports from initiative owners and report progress against the activities for the Marine Protection Services and Ocean Governance Focus Area. Collate disaggregated reports from the initiative owners / implementing agencies. Capture weekly progress on the Monitoring System. Provide reports to the Phaksia Unit and the Oceans Secretariat every two (2) weeks. Analyse reports and identify issues for resolution and escalation. Provide support, advice and resolving delivery issues in respect of initiatives within the Marine Protection Services and Ocean Governance Focus Area. Provide support to the initiative owners / implementing agencies. Register / capture issues and maintain record of issues for resolution and escalation. Manage and track performance as per the targets and milestones for Marine Protection Services and Ocean Governance.
Monitor delivery progress on a weekly basis. Ensure good corporate governance and sound financial management. Manage the Delivery Unit according to the prescripts and procedures of Government and the Department of Environmental Affairs. Manage the budget of the Delivery Unit.

ENQUIRIES : Mr André Share (012) 399 8958 / Dr Mayekiso (021) 819 2410
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

OTHER POSTS

POST 03/22 : ASSISTANT DIRECTOR: PROJECT ADMINISTRATION: OCEANS ECONOMY REF NO: OC46/2015

SALARY : R289 761 per annum (Total package of R404 917 per annum/conditions apply)
CENTRE : Western Cape
REQUIREMENTS : A Degree/National Diploma in Administration/or equivalent relevant qualification. Extensive experience in administration or related field. Good sense of responsibility and ability to work independently. Knowledge and understanding of Departmental procedures and prescript/policies. Ability to communicate with various people at different levels of hierarchy. Sound organising and planning skills; Communications skills (verbal and written); Project management.
DUTIES : Provide stakeholder management support; Compile and maintain a stakeholder database; Provide project administration support; Monitor and update project plans and schedules. Render financial administration support to the project; Assist with the monitoring of the project budget; Process and consolidate invoices. Provide logistical support to the project and all meetings; Render chief user services.
ENQUIRIES : Ms M Swift Tel: (012) 399 – 8753
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.
FOR ATTENTION : Human Resources

POST 03/23 : SENIOR ADMINISTRATIVE OFFICER: OCEANS ECONOMY REF NO: OC47/2015

SALARY : R243 747 per annum (Total package of R349 086 per annum/conditions apply)
CENTRE : Western Cape
REQUIREMENTS : An appropriate 3 year qualification in Public Administration/Public Management or equivalent qualification. Extensive experience in Office Administration. Knowledge and understanding of Departmental procedures and prescript/policies, Financial and Procurement procedures. Sound organising and planning skills; Communications skills (verbal and written); Computer, minute-taking and report-writing skills; Ability to gather and analyse information; Ability to work under pressure.
DUTIES : Provide stakeholder management support. Monitor and update project information. Render logistical support services, including venues and travelling arrangements. Handle travel claims for personnel. Provide administrative support services; Prepare documents for workshops/ training sessions and meetings. Render financial support services. Compile budget spreadsheet. Prepare monthly expenditure reports. Provide inventory controller.
ENQUIRIES : Ms M Swift Tel: (012) 399 – 8753
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.
FOR ATTENTION : Human Resources

POST 03/24 : ADMINISTRATIVE OFFICER: OCEANS ECONOMY REF NO: OC48/2015

SALARY : R196 278 per annum (Total package of R291 491 per annum/conditions apply)
CENTRE : Western Cape
REQUIREMENTS : An appropriate 3 year qualification in Public Administration/Public Management or equivalent qualification. Experience in Office Administration. Knowledge and understanding of Departmental procedures and prescript/policies, Financial and Procurement procedures. Sound organising and planning skills; Communications skills (verbal and written); Human relations skills; Planning and Organizational
skills; Ability to work under pressure and work independently with limited supervision; Computer literacy.

**DUTIES**: Provide Administrative and Logistical Support to the Chief Directorate, making travel and meetings arrangements, booking for conferences and workshops. Maintain and oversee the filing system of the Directorate. Assist with Financial Management of the Directorate, administering the procurement of goods and service. Provide inventory support to the Directorate. Render chief user services.

**ENQUIRIES**: Ms M Swift Tel: (012) 399 – 8753

**APPLICATIONS**: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.

**FOR ATTENTION**: Human Resources