

## **STAFF VACANCY: ETHEKWINI MUNICIPALITY**

### **CIRCULAR NO. 328**

Applications are invited for vacant positions within the various Areas of the ETHEKWINI Municipality, details of which are attached. Except where the contrary applies, appointments made will be in terms of the eThekwini Divisional Conditions of Services.

Application forms are obtainable from any Human Resources section and must reach the addresses indicated not later than 12:00 (Midday) on the dates stated. Candidates must state clearly the position to which appointment is sought, and if consideration for more than one vacancy (even in the same Department) is desired, then separate applications must be submitted in respect to each such position.

Applicants are requested to furnish telephone number/s at which they may be contacted.

Please Note:- Canvassing of Councillors and Officials in respect of these positions will lead to disqualification of the applicants.

Corporate Human Resources Unit  
DURBAN

**20/05/2013**

# **INTERNAL/EXTERNAL APPLICANTS**

*The Municipality is committed to the provisions of the Employment Equity Act in its Recruitment / Employment Policies*

## **19**

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<b><u>AREA IN WHICH VACANCY EXISTS</u></b>	Cluster: Economic Development & Planning Unit : Development Planning Management Dept. : Environment Management
<b><u>Post ID. No</u></b> :	21000044
<b><u>VACANCY</u></b> :	Manager (Biodiversity Planning)
(a) <b><u>Grade</u></b>	(b) <b><u>Total Value Remuneration Package Range</u></b>
16	Minimum : R597 178.00 pa. Maximum : R757 895.00 pa

*“ Benefits included in the Total Value of Remuneration Package Range (Pension, 13<sup>th</sup> Cheque, Medical Aid, Housing Subsidy and Locomotion) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition other allowances may be payable (where applicable). “*

### **1. REQUIREMENTS FOR THE POST**

<b><u>Qualifications:</u></b>	<b><u>Essential:</u></b>	A Master Degree in Biology/Botany / Zoology or Environmental Science. Valid motor vehicle drivers licence (Code 08)
	<b><u>Preferred:</u></b>	Relevant post graduate qualification
<b><u>Experience:</u></b>	<b><u>Essential:</u></b>	6 Years relevant experience
	<b><u>Preferred:</u></b>	8 Years relevant experience

### **2. THE DUTIES OF THE POSITION INCLUDE:**

1. Ensures the planning, design updating and implementation of the eThekweni Environmental Services Management Plan (EESMP) in line the objectives of the IDP, Constitution, National Environmental Management Act, Protected Areas Act, Biodiversity Act and other related legislation by:
  - 1.1 Liaising with specialists in the fields of ecology and natural resource management and other fields as may be appropriate.
  - 1.2 Liaising with national and provincial authorities where appropriate.
  - 1.3 Overseeing the regular review, assessment and updating of the EESMP in consultation with key stakeholders.
  - 1.4 Overseeing the identification of priority areas to be secured.
  - 1.5 Ensuring the development of instruments (including incentives) aimed at securing environmental assets on a basis of least cost to the eThekweni Municipality (EM).
  - 1.6 Ensuring that the necessary Council Procedures are followed where land is to be acquired for environmental purposes
  - 1.7 Taking action to improve the status of protected areas within the EESMP where appropriate
  - 1.8 Liaising with relevant stakeholders (local-especially in rural communities – provincial, national and international) to ensure the protection and management of the open space system through the development of appropriate partnerships.
  - 1.9 Advising and guiding stakeholders (including EM) with regard to the requirements and application of the relevant (especially environmental) legislation.
  - 1.10 Overseeing the development of appropriate administrative, policy and legal tools and systems to ensure the protection of the open space system.
  - 1.11 Assisting with the assessment and mitigation of impacts of proposed developments on the EESMP.

- 1.12 Sourcing funding from local, provincial, national and international sources.
  - 1.13 Providing specialist advice to the Development Assessment and Policy Co-ordination and Implementation Branches on biodiversity/natural resources issues in order to ensure the objectives of the IDP and National Environmental Management Act and other relevant legislation and policies (national and international) are met.
  - 1.14 Liaising closely with Senior Manager: Natural Resources and Special Services in the planning and implementation of the EESMP.
2. Contributes to the preparation and implementation of an Environmental Management System by:
- 2.1 Promoting an understanding of the EESMP, its objectives and implications thereof amongst all key stakeholders
  - 2.2 Assisting with regular state of the environment reporting.
  - 2.3 Assisting with appropriate environmental data collection, collation and analysis and the preparation of sustainable development indicators.
  - 2.4 Undertaking negotiations with other stakeholders in order to ensure that the strategic planning objectives of EM are met.
3. Manages input of the Department into the preparation of provincial environmental management and implementation plans and the preparation of eThekweni Municipality's environmental input into the preparation and review of its integrated development plan (IDP), metropolitan and local level spatial development frameworks (SDF) and Land Use Management System (LUMS) and schemes by:
- 3.1 Overseeing the collection, collation and analysis of the necessary environmental information.
  - 3.2 Liaising and working with the managers of the Development Assessment, Biodiversity Planning and Special Projects functions as may be required.
  - 3.3 Identifying and initiating such research or other projects as may be required.
4. Works with relevant International bodies, National and Provincial, Governments, Metropolitan and Local Authorities, consultants, non-governmental organisations, consultants, non-governmental organisations, community based organisations, business and industry so that natural resource conservation and biodiversity issues in EM receive adequate consideration in their planning and management activities and that the natural resources conservation and biodiversity planning initiatives of these departments are incorporated into EM'S planning and natural resources management activities, by:
- 4.1 Preparing appropriate media, educational and communication materials
  - 4.2 Facilitating meetings and discussions between key stakeholder groups
  - 4.3 Establishing and supporting a multi-stakeholder fora convened for this purpose.
  - 4.4 Undertaking negotiations with appropriate stakeholder bodies
5. Undertakes or manages complex environmental investigations or site visits in order to ensure development proposals are strategically assessed
6. Oversees and manages the development of the Geographic Information System for the Branch in Consultation with Manager: Policy Co-ordination and Implementation, Manager: Development Assessment and Manager: Special Projects in order to ensure the development of an appropriate environmental data base.
7. Oversees and manages the development of appropriate sectorial policies, laws and implementation guidelines by the specialist Ecologists/Conservation Biologists.
8. Advises standing committees in their deliberations where these may have an impact on the environment management and/or environmental quality of the city in order to ensure compliance with international, national, provincial and local laws and policies

9. Keeps abreast of environmental trends, policies and legislation at the local, provincial, national and international level to ensure that widely accepted and up-to-date methods are applied in Durban.
10. Oversees and manages consultants appointed to undertake work for the Environment Management Department by:
  - 10.1 Drawing up appropriate briefs and appointment letters
  - 10.2 Holding regular meetings with the consultants during the course of the commission.
  - 10.3 Ensure that the agreed product is delivered.
  - 10.4 Ensuring compliance with the approved budget for the project.
11. Manages and directs junior and technical staff of the Environmental Management Department, by:
  - 11.1 Assigning and directing the work of the Ecologists/Conservation Biologists, and Geographic Information Officer within the Biodiversity Planning Branch.
  - 11.2 Assisting these staff where necessary and ensuring appropriate quality control measures are instituted.
  - 11.3 Evaluating and conducting performance appraisals of subordinates.
  - 11.4 Assessing the training and development needs of staff and implementing appropriate skills development plans.
  - 11.5 Developing job descriptions in order to maximize productivity and achieve the objectives of the Department through appropriate managerial support.
12. Updates Deputy Head: Environmental Management through the preparation and submission of regular reports on the implementation of the EESMP and compliance with related environmental legislation and seeks direction as required.
13. Contributes to and assists Deputy Head: Environment Management with the preparation of the Departmental budget and manages the operating and capital budgets assigned to the Development Assessment Branch in order to ensure sound fiscal management and that the objectives of the IDP are met.
14. Works jointly with Deputy Head: Environmental Management and other Managers to ensure efficient and effective functioning of the Department and production of departmental outputs.
15. Contributes to the establishment and implementation of the Department's Performance Management System by providing guidance on the:
  - 15.1 Establishment of Key Performance Areas
  - 15.2 Establishment of Key Performance Indicators
  - 15.3 Establishment of performance targets and measures
  - 15.4 Monitoring of performance
  - 15.5 Review and amendment of the Department's Performance Management System.
16. Contributes to and assists Manager: Development Assessment and Manager: Policy co-ordination and Implementation with an internship/educational programme:
  - 16.1 Providing professional guidance to interns.
  - 16.2 Undertaking site inspections with and giving practical and professional direction to interns.

**PRE-ENGAGEMENT MEDICAL ASSESSMENT**

You shall be required to undergo a pre-engagement medical assessment to be conducted by a medical officer in the employ of the Municipality.

**A Work sample and / or psychometric tests may be undertaken as part of the selection process.**

**Priority will be given to applicants who are under represented in terms of race, gender and disability within the occupational level of the respective advertised post.**

APPLICANTS WHO HAVE NOT BEEN CONTACTED/NOTIFIED WITHIN THREE MONTHS FROM THE CLOSING DATE OF THIS ADVERT SHOULD CONSIDER THEMSELVES UNSUCCESSFUL

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

**PLEASE INDICATE THE POST ID NO. WITH YOUR APPLICATION**

Please note: - Canvassing of Councillors and Officials in respect of these positions will lead to disqualification of the applicants.

**APPLICATIONS MUST REACH HUMAN RESOURCES ADMINISTRATION, GROUND FLOOR, SHELL HOUSE, 221 ANTON LEMBEDE STREET, DURBAN 4001 OR P O BOX 5892, DURBAN 4000 OR MAY BE E-MAILED TO [Sindisiwe.Majola@durban.gov.za](mailto:Sindisiwe.Majola@durban.gov.za) (TELEPHONE 311-3172/3113176) NOT LATER THAN FRIDAY 2013-05-31 AT 12.00 (MIDDAY).**

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