

Administrative Officer: Integrated Environmental Authorisations: EIA Data Capturer (LACE28/2014)

Salary: R212 106 per annum (Total remuneration package of R301 275 per annum)

Centre: Pretoria

Requirements:

- A Matric certificate or equivalent qualification;
- A Degree in Environmental Management will serve as an added advantage. Knowledge of environmental management will serve as an added advantage;
- Willingness to broaden knowledge of EIA processes and related fields;
- Good communication skills (written and verbal). Good planning, organising and reporting skills. Good interpersonal relations skills;
- Ability to work individually and in a team. Ability to take initiative. Ability to work under pressure without supervision and multi-task. Computer literacy.

Duties:

- Administration of Environmental Impact Assessments (EIAs) and its systems and tools. Data capturing and maintenance of databases related to environmental impact assessment applications. Compilation of statistics on a monthly and quarterly basis for the Directorate;
- Implementation and maintenance of approved systems, tools and standard operating procedures;
- EIA administration support. Internal and external liaison regarding EIAs;
- Correspondence and document management. Assistance in responding to EIA related queries. General office administration support;
- Internal and external liaison regarding applications for environmental authorisations (communication with clients and stakeholders)

Enquiries: Ms S. Murugan, tel: 012-399-9373

Attention: Ms K. Selemela

Closing Date: 15 December 2014