

Biodiversity Officer Specialised Production: Invasive Alien Species: Enforcement (Internal Control) (LACE34/2014)

Salary: An appropriate salary will be determined according to the regulatory framework, based on OSD

Centre: Pretoria

Requirements:

- An appropriate 3 year's Bachelor's Degree/ National Diploma in Natural Resources plus extensive and relevant competent compliance and enforcement experience in 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 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 notices, directives. Knowledge of the provisions of the National Environmental Management Act (NEMA);
- Good interpersonal and communication skills. Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy with experience • A valid driver's licence.

Duties:

- 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 perform other administrative and related functions.

Enquiries: Ms S. Meintjies, tel:012 399 9597

Attention: Ms K. Selemela

Closing Date: 15 December 2014