

## **Control Biodiversity Officer: Invasive Alien Species: Enforcement - Internal Control (LACE27/2014)**

**Centre:** Pretoria

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

### **Requirements:**

- An appropriate 3 year's Bachelor's Degree/ National Diploma in Natural Resources plus extensive relevant compliance and enforcement experience in dealing with natural resources especially related to alien and invasive species;
- Experience in natural resource management and the specific prevention and/or control of invasive alien species (IAS);
- A Certificate in Environmental Management Inspector will be an added advantage;
- Experience in or knowledge of alien and invasive regulations related investigations and enforcement;
- Management experience • Ability to compile and maintain comprehensive case files with legally admissible evidence;
- Ability to draft legal documents including directives / notices • Experience in or advanced knowledge on the provisions of the National Environmental Management Act (NEMA) and its associated provisions, regulations and norms and standards;
- Understanding and knowledge of financial and procurement administrative procedures (PFMA and Treasury Regulations);
- Good interpersonal and communication skills • Proven leadership skills • Ability to work under pressure and represent the sub-directorate in meetings • Willingness to travel;
- Computer literacy with experience in Microsoft Office, Internet and e-mail. • A valid driver's licence.

### **Duties:**

- Manage IAS Enforcement (Internal Control) sub-directorate in relation to the provisions of the AIS regulations, and the National Environmental Management: Biodiversity Act with its associated regulations and norms and standards;
- Managing and overseeing that preliminary investigations are undertaken on receipt of complaints;
- Reviewing of enforcement strategies to inform actions to be taken • Drafting of legal documents, directives in terms of the AIS regulations and affidavits • Open criminal cases to prosecute offenders;

- Consult with prosecutors, police and all other stakeholders regarding criminal investigations;
- Liaise with other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions;
- Follow and implement the National Compliance and Enforcement Information system;
- Support in relation to capacity building initiatives;
- Develop and facilitate the implementation of national policies, strategies and programmes relating to the enforcement of the AIS regulations.

**Enquiries:** Ms S. Meintjies (012) 399 9597

**Attention:** Ms K. Selemela

**Closing Date:** 15 December 2014

## **Biodiversity Officer Specialised Production: Invasive Alien Species: Enforcement (Internal Control) (LACE 34/2014)**

**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 (012 399 9597)

**Attention:** Ms K. Selemela

**Closing Date:** 15 December 2014

**Environmental Officer Specialised Production: EIA Authorisations: Integrated Environmental Authorisations Integrated Permitting System & S24G (LACE26/2014)**

**Salary:** Appropriate salary will be determined according to the regulatory framework (Based on OSD)

**Centre:** Pretoria

**Requirements:**

- An Appropriate 3 year qualification in environmental management/sciences / or social sciences field or relevant equivalent qualification;
- A post-graduate qualification, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Must have experience in processing applications for Environmental Authorisations, Waste Management Licenses and S24G applications and is currently involved in the EIA sector;
- Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act;
- Thorough knowledge and experience of GN Regulation 543, 544, 545, 546 and 547 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application;
- Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems;
- Advanced computer literacy skills will serve as an advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker;
- Ability to work individually and in a team. Ability to work under pressure without supervision and multi-task. Applicants must be willing to travel extensively;
- A valid code driver's licence and the ability to undertake long journeys.

**Duties:**

- Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department.
- Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant SOPs. Implement approved systems, tools and Standard Operating Procedures (SOPs) related to environmental impact management;

- Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients);
- Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations;
- Provide assistance in the administration and monitoring of compliance with environmental authorisations issued.
- Provide inputs into environmental related legislation and policies.

**Enquiries:** Ms P. Skepe-Mngcita, tel: 012 399 9374

**Attention:** Ms K. Selemela

**Closing Date:** 15 December 2014

**Environmental Officer Specialised Production: EIA Authorisations: Integrated Environmental Authorisations Strategic Infrastructure Development (LACE33/2014)**

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

**Requirements:**

- Appropriate Bachelor's degree in the environmental management/sciences / or social sciences field or relevant equivalent qualification;
- A post-graduate qualification, attendance of environmental management or EIA courses and GIS skills will serve as an added advantage. Must have a minimum of 2 years' experience evaluating EIAs and is currently involved in the EIA sector;
- Working experience in the administration and review of EIA's and the dynamics of EIA administration systems;
- Working experience in the administration and review of EIA's and the dynamics of EIA administration systems;
- Thorough knowledge and experience of the National Environmental Management Act, as amended, in particular S24;
- Thorough knowledge and experience of GN Regulation 543, 544, 545, 546 and 547 and its proposed amendments,

- Thorough knowledge of integrated environmental management and its application Knowledge of sustainable development ideals and objectives, Advanced computer literacy skills and relevant experience,
- Good communication skills (written, oral and graphic), Good organising, planning and reporting skills, Problem solver and strategic thinker,
- Ability to work individually and in a team, Ability to work under pressure with minimal supervision and multi-task, Applicants must be willing to travel extensively,
- A valid code driver's licence.

**Duties:**

- Review and evaluate EIA applications, Conduct site inspections and compile reports thereof, Provide professional advice in respect of EIA decision-making,
- Draft conditions for approval, acceptance, refusal and or rejection of EIA applications, Implement approved systems, tools and Standard Operating Procedures (SOPs) related to environmental impact management, Internal and external liaison regarding EIA applications (communication with stakeholders and clients),
- Provide technical inputs into appeals, Provide professional advice to the Director-General and the Minister on all enquiries and parliamentary questions related to EIA applications;
- Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations,
- Assist with the development of internal systems, Assist in the administration and monitoring of compliance with environmental authorisations issued,
- Provide inputs into environmental related legislation and policies, Assist with the development of SOPs.

**Enquiries:** Mr C. Agenbach, tel: 012 399 9403

**Attention:** Ms K. Selemela

**Closing Date:** 15 December 2014

**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



## **Control GIS Technician (EP35/2014)**

**Salary:** Appropriate salary will be determined by according to the Regulatory Framework based on OSD

**Centre:** Cape Town

### **Requirements:**

- An appropriate 3-year Bachelor's Degree/Diploma in Geography/Environmental Sciences/Cartography or an appropriate equivalent qualification with GIS or Information Management as a major subject plus proven relevant experience in natural resource management planning and implementation;
- Knowledge and experience (minimum 10 years) in relevant GIS and data management post. Innovative, problem solving, inter-personal and conflict management skills;
- Knowledge of database development and SQL programming capability;
- Negotiation skills with system and programme developers and the ability to work under pressure;
- Compulsory registration with PLATO and computer literacy in Microsoft Excel, Access, PowerPoint, Word and GIS packages. Drivers Licence

### **Duties:**

- The incumbent is expected to manage, maintain and monitor the spatial and non-spatial database information system and coordinate input on system;
- Manage and validate the data captured in the NRM systems. To manage the analysis of EPWP monthly and quarterly reports to check for consistency and accuracy;
- To manage monthly data query and reporting meetings with provincial implementers To support the preparation of monthly and quarterly reports on performance indicators for CD: NRM;
- To manage handover of detailed monthly performance reporting to CD: IMSC for EPWP capturing. Support the development and review of spatial and non-spatial information standards in the CD: NRM. Conduct periodic information audits to assess information integrity;
- The management of provincial GIS and data staff.

**Enquiries:** Mr A Khan Tel: 021 441 2807

**Attention:** Human Resources

**Closing Date:** 15 December 2014

**Applications:** Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town . or e-mail applications to recruitment@environment.gov.za. For all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form, no late applications will be considered.

**Control Environmental Officer: Non-Consumptive Species Management (Ref: OC37/2014)**

**Salary:** Appropriate salary will be determined by according to the regulatory framework based on (OSD)

**Centre:** Cape Town

**Requirements:**

- An appropriate three year Bachelor degree/National Diploma in the environmental management/sciences field;
- Appropriate working experience in the field of marine conservation or environmental management;
- An understanding of the policy and legislative framework for marine conservation management and natural resource use;
- Planning and co-ordination skills with various stakeholders, good interpersonal relations, well-developed communication skills;
- Ability to work independently and efficiently under pressure;
- A valid driver's licence and willingness to travel. Supervisory experience.

**Duties:**

- The successful candidate will perform the following key functions: Protection and management of non-consumptive use of protected species. Contribute to policy and regulations regarding protected species;
- Management of non-consumptive use of protected species where permits and TAEs are in place;
- Stakeholder liaison and participation in processes. Management of non-consumptive uses of protected species where TAEs are not used;
- Management of filming of protected species and similar uses of protected species. Perform all administrative and permitting;

- Stakeholder liaison with non-consumptive operators in the marine environment. Participation in appropriate scientific and management meetings;
- Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective support service for protected species;
- Supervision of junior staff.

**Enquiries:** Mr S Dlulisa (021) 8192411

**Attention:** Human Resources

**Closing Date:** 15 December 2014

**Applications:** Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town . or e-mail applications to [recruitment@environment.gov.za](mailto:recruitment@environment.gov.za). For all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form, no late applications will be considered.

**Control Environmental Officer: Estuaries Management (Ref: OC38/2014)**

**Salary:** Appropriated salary will be determined according to the regulatory framework) (based on OSD)

**Centre:** Cape Town

**Requirements:**

- A three-year degree or diploma in the field of Natural Science/ Nature Conservation/ Environmental Management, with some evidence of practical capabilities in these fields;
- The position requires a person with good working knowledge of environmental legislation pertaining to the management of estuaries;
- Basic knowledge of financial management and procurement processes;
- Proven project management, coastal and estuarine management;
- Development of policies including analyses of environmental data and review of environmental impact assessment applications/reports in and around estuaries;
- Management experience and interpersonal skills. A valid driver's license (code 8) and willingness to travel extensively;
- Excellent communication, presentation and writing skills are essential.

**Duties:**

- The candidate will be responsible for the implementation of the national estuarine management protocol and the development of the estuary management plans as set out in section 33 of Chapter 4 of the Integrated Coastal Management Act (Act No. 24 of 2008);
- Responsible for the management of staff and contracts with different agencies;
- Development of policies and or guidelines where necessary for effective management of estuaries;
- Support interventions to promote environmentally sustainable developments through EIA applications and reports;
- The candidate will also be required to represent the Department in local, regional, national and international meetings as required.

**Enquiries:** Ms B Stemela Tel (021) 819 2427

**Attention:** Human Resources

**Closing Date:** 15 December 2014

**Applications:** Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town . or e-mail applications to [recruitment@environment.gov.za](mailto:recruitment@environment.gov.za). For all the applications send through an email, kindly remember to attach all the necessary documentation including a signed Z83 form, no late applications will be considered.

**Auxiliary Clerk (EP21/2014)**

**Salary:** R103 494.00 per annum (Total remuneration package of R169 493 per annum)

**Centre:** Northern Cape

**Requirements:**

- Applicants must be in possession of at-least ABET certificate or equivalent qualification; Must be a team player;
- Have ability to work independently and in a team; Client orientated;
- Must have a sense of responsibility, loyalty and ability to work under pressure;
- Relevant experience will be an added advantage.

**Duties:**

- Provide cleaning service to the department i.e. Cleaning of boardrooms, offices, kitchen, staff toilets and public toilets;
- Wash and disinfect toilet bowls, urinals and wash basins. Order and control cleaning materials, vacuuming, cleaning of dust bin, wiping and dusting furniture;
- Assist with catering for clients' meetings;
- Filling up of urn and water bottles with fresh water; Clear cutlery after meetings; Ensure cleaning and food aid equipment is kept in a safe place;
- Reporting of faulty equipment and broken items in the kitchen, toilets and other public areas;
- Assist with the checking of cleanliness in the building; Assist with logistical services, e.g. delivery of documents.

**Enquiries:** Mr N Manngo, tel: 053 836 7600

**Attention:** Human Resources

**Closing Date:** 15 December 2014

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