

Control Environmental Officer: Environmental Management Inspectorate – Information Management (LACE 25/2014)

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

Centre: Pretoria

Requirements:

- An appropriate three year qualification in Natural Science or equivalent qualifications. Knowledge and 3 years experience in environmental law and management of high volume of complaints, In-depth understanding of the compliance and enforcement mandates for national, provincial and local authorities in terms of the Constitution and NEMA/SEMA's;
- Ability to gather, collate and analyse information related to environmental compliance and enforcement;
- Database management, report writing, ability to work under pressure and work independently with limited supervision, Knowledge of government policies and processes, Good interpersonal skills, excellent verbal and written communication skills, presentation skills and conflict management skills Information Management and a high level of computer literacy;
- Strategic, analytical, problem-solving and negotiation skills. The ability to interact with and provide assistance to a wide range of stakeholders. Strategic, analytical, problem-solving and negotiation skills;
- A service-orientated approach and ability to work efficiently under pressure. A meticulous approach and inclination to pay attention to detail;
- Ability to work independently, or as part of a team.

Duties:

- Manage Environmental Crimes and Emergency Incidents reported to the Regulatory Services Cluster;
- Draw, analyse and publish reports on environmental compliance and enforcement for strategic and management purposes;
- Develop systems and procedures for recording, channeling and delegating responses on public complaints of non compliance with environmental legislation;
- Provide expert input in the development of procedures and systems for capturing compliance and enforcement activities data and assist in identifying information needs for the regulatory service directorates;

- Network and build relations with other government departments, provincial and local government so that relevant information is shared and synergy is obtained.

Enquiries: Mr. S. Sibanyoni, tel: 012 399 9504

Attention: Ms K. Selemela

Closing Date: 15 December 2014