DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

APPLICATIONS : Cape Town, Northern Cape, Eastern Cape, and Western Cape: Must be

submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference

number on the subject email.

Pretoria: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject

email.

CLOSING DATE : 24 February 2025

FOR ATTENTION : Human Resource Management

NOTE : Application must be submitted on a signed Z83 form obtainable from any Public

Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/.Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competencybased assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 05/06 : CHIEF DIRECTOR: SECTOR COMPLIANCE REF NO: RSCM03/2025

SALARY : R1 436 022 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Law, Environmental Law, Natural Science or

relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within the relevant field. Successful completion of the Senior Management Pre-

entry Programme as endorsed by the National School of Government (NSG). Experience in the compliance and monitoring sector. Knowledge of: Environmental Management, Environmental Management authorization support, Environmental impact Assessment regulations, Environmental management systems. Understanding of Environmental Management issues in relation to authorizations as well as applicable legal requirements and processes. Understanding of government standard administrative procedures, Knowledge of business planning and budgeting methodologies. Understanding of HR practices and procedures, Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Research and analytics skills. Proven Leadership and Management, Coordination skills, Organisational and planning, Communication skills (written and spoken), Relationship Management, Stakeholder engagement, Programme and Project Management, Financial Management, Change management. Knowledge Management, Service Delivery Innovation (SDI Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Strategic, analytical, and creative thinking. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies, Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Responsibility and Loyalty.

DUTIES :

Manage and provide strategic leadership to the Chief Directorate and contribute to the relevant programmes and responsibilities within the Branch: Regulatory Compliance and Sector Monitoring. Ensure effective management of teams and programmes within the department that monitor and promote compliance with environmental legislation across the different environmental sectors, including waste and pollution, biodiversity and conservation and oceans and coasts. Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related

regulations.

ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602

APPLICATIONS : RCSM03-2025@dffe.gov.za

POST 05/07 : CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND PERMITTING

REF NO: BC01/2025

SALARY : R1 436 022 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Environmental Science or Environmental

Management or relevant qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at senior management level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Natural resource management planning and implementation; Natural resource management or Natural resource-based rural development. Knowledge on Programme-based natural resource operational management and/or planning. Value-added industry experience and expertise. Good negotiating skills and communication skills; Programme and Project Management; Financial Management. People Management and Empowerment; Good negotiating skills and communication skills (written and spoken). Ability to work long hours voluntarily. Ability to gather and analyse

information.

DUTIES

Manage the formulation and implementation of legislation, policies and strategies for the conservation of biological diversity with a view to curb the loss and to minimize adverse impacts of human activity. Manage the development and implementation of relevant national policies, legislation, strategies, programmes, norms and standards in aspects relating to conservation management. Coordinate and manage the development of sustainable land management, wetland and species policies and programmes. Act as technical focal point for UNCCD, RAMSAR Convention, CITIES, CMS and AEWA. Promote SA's interests globally in line with national priorities. Establish and act as Secretariat for institutional mechanisms to coordinate global instruments at a national level. Mainstreaming of global instruments into national, provincial and Sector strategies as well as Local Economic Development and Municipal Integrated Development Plan. Manage the biodiversity programme coordination. Support Intergovernmental co-ordination

and stakeholder liaison. Provide support to the oversight of public entities. Manage Financial systems for the Chief Directorate. Manage the procurement

processes and oversee Human Resources processes of admin staff.

ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602

APPLICATIONS : BC01-2025@dffe.gov.za

POST 05/08 : DIRECTOR: CORPORATE LEGAL SUPPORT & LITIGATION REF NO:

RCSM01/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Cape Town

REQUIREMENTS: LLB Degree or relevant qualification on (NQF7) in Legal as recognized by

SAQA. A minimum of five (5) years' experience at a middle/senior managerial level in the relevant field. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge of litigation legal administration, policy development, project management, risk management, audit and legislation procedures. Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in a highly litigious sector. Experienced litigation attorney or advocate with knowledge of the relevant environmental legislation or related experience. Advanced knowledge of South African High Court and Magistrate Court Rules, and experience in appearing in courts representing clients. Experience in negotiating, drafting and vetting of contracts/international agreements and experience in drafting legal opinions. Highly developed research and drafting skills. Knowledge of PAIA, POPIA, PAJA and the Constitution is essential. Knowledge of Strategic Coordination and Business planning. Understanding and exposure to alternative dispute resolution mechanisms, financial management, change management, stakeholder engagement, programme and project management, strategic capability and leadership. Good, advanced negotiation skills, adequate skill in computer use, presentation and public speaking Ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the

environment and general environmental law is required.

<u>DUTIES</u>: Manage and provide strategic leadership to the Directorate. Manage civil

litigation by and against the department; ensure adequate information and complete briefs for counsel; prepare submissions to Minister; give instructions to State Attorneys; provide support during trials and coordinate and ensure that affidavits are correct and complete. Alert the Minister and DG of judgments, implications and risks. Consult with stakeholders to obtain instruction to forward to the State Attorney or to provide oral legal advice, where applicable. Determine liability in respect of damages and losses. Recover debts and losses on behalf of the department. Manage the drafting and vetting of contracts, international agreements and other legal documents. Ensure compliance with the law and that all contracts are legally sound. Compile and issue vetting memos to address any concerns and risks that are identified through the vetting process. Internal Reporting on contracts management monthly. Provide legal support during contract negotiations. Collate information and research legal instruments to produce effective, efficient legal support (written legal advice or opinions). Ensure PAIA, POPIA and PAJA compliance. Provide legal

education and awareness.

ENQUIRIES : Ms M Mmola Tel No: (012) 399 9339

APPLICATIONS : RCSM01-2025@dffe.gov.za

POST 05/09 : DIRECTOR: AIR QUALITY MANAGEMENT SERVICES REF NO:

CCAQ01/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Natural/ Physical Sciences/ Environmental

Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Government's environmental quality and protection related policies, priorities and strategies; Air quality matters and air quality management elements; All elements of the air quality governance cycle as described in the National Framework for Air Quality

Management. Government planning and budgeting processes Business and project plan monitoring and reporting methodologies. Ability to develop and apply policies. General management practices. Skills & Competencies: Relationship Management; Stakeholder engagement; Negotiation skills; Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Communication (Written and Verbal). Personal Attributes: Ability to gather and analyse information; Good interpersonal relations skills.

<u>DUTIES</u> : Coordinate the Implementation of the Air Quality Management Plans of the

Priority Areas. Facilitation of the Development, Implementation and Oversight of the Atmospheric Emission Licensing System. Provide leadership in the identification of non-industrial sources and the appropriate regulatory tools. Facilitate the development of national air quality programmes for prioritized sources. Provide support on the management and implementation of national air quality improvement programmes. Coordinate projects aimed investigating

the impact of non-industrial sources on the receiving environment.

ENQUIRIES : Dr P Gwaze Tel No: (012) 399 9362

APPLICATIONS : CCAQ01-2025@dffe.gov.za

POST 05/10 DIRECTOR: ATMOSPHERIC POLICY REGULATIONS AND PLANNING REF

NO: CCAQ02/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Natural / Physical Sciences / Environmental

Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in sustainable energy Training courses in Greenhouse Gas. Inventories, CDM, new public regulations and others as needed with demonstrated grounding in finance, Public Service procedures and DFFE policies. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies and strategies. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the budget of the Directorate. Perform in-house training for subordinates. Skills & Competencies: Relationship Management: Stakeholder engagement: Negotiation skills: Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Communication (Written and Verbal). Personal Attributes. Ability to work individually and in team. Ability to gather and analyse information, Good interpersonal relations

skills

DUTIES : Manage the identification and development of national priority plans. Develop,

promulgate and review the department's Air Quality Management Plan. Compile the National Air Quality Officer's reports. Review and approval of national, provincial and local air quality management plans. Participate in the development of the implementation manuals, guidelines, software, standard formats, templates and best practices. Develop and review atmospheric quality policies, strategies and relevant legislations. Ensure the development and review of air quality norms and standards. Render technical and specialist

support service on air quality technology and risk assessment.

ENQUIRIES : Dr P Gwaze Tel No: (012) 399 9362

APPLICATIONS : CCAQ02-2025@dffe.gov.za

POST 05/11 : DIRECTOR: ADAPTATION NATURAL RESOURCES SECTORS REF NO:

CCAQ03/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Natural / Physical Sciences / Environmental

Development Planning or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in climate change adaptation, natural resource management; climate services; strategy and policy development as well research. Specialist knowledge of the latest international and national approach on climate change risk and vulnerability assessments. Ability to manage and plan for activities, including projects. Ability to develop, interpret and apply policies, strategies and legislation. Strategic Capability and Leadership; Programme and Project Management; Financial Management. People Management and Empowerment; Good

negotiating skills and communication skills (written and spoken).

DUTIES : Lead development of policy tools to reduce vulnerability and risks associated

with climate change impacts. Lead and coordinate the implementation of the National Framework on Climate Services Provide strategic leadership, support and assist affected sector in mainstreaming key short- and medium-term adaptation interventions into the sectors. Coordinate and undertake risk and vulnerability assessment for the natural sectors. Effectively manage threats to environmental quality and integrity. Lead and coordinate the development of the instruments associated with implementation of National Climate Change Act. Lead and coordinate sectoral support for the implementation of the National Climate Change Act. Develop frameworks for the National Climate Change Adaptation Strategy for South Africa. Mobilize resources for the

implementation of the National Climate Change Adaptation Strategy.

ENQUIRIES: Mr T Ramaru Tel No: (012) 399 8668

APPLICATIONS : CCAQ03-2025@dffe.gov.za

POST 05/12 DIRECTOR: AFRICA & BILATERAL RELATIONS REF NO: CCQA04/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Natural / Physical Sciences / International

Relations or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Broad understanding and knowledge of environment and sustainable development issues (globally, regionally, locally) as well as relevant experience in international relations. Ability to manage and plan effectively, including for high-level international engagements. Ability to interpret and apply and implement policies, strategies and legislation. Knowledge in general government administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Knowledge of financial and procurement administrative procedures (PFMA & Treasury Regulations). Excellent planning skill. Good communication and negotiation skills. Presentation and public speaking skills. Computer literacy. Report writing skills and Organisational skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team as well as to lead multidisciplinary team. Good interpersonal relations skills. Conflict management and resolution. Ability to work under pressure. Good

interpersonal relations. Initiative. Responsibility and loyalty.

<u>DUTIES</u>: Manage, coordinate, prepare for and negotiate the Department's African multi-

lateral, SADC relations and cooperation related to environment and sustainable development; Facilitate, coordinate, support the Department's African bilateral cooperation related to environment and sustainable development; Facilitate, coordinate, and support the Department's South-South bilateral and pluri-lateral cooperation related to environment and sustainable development; Evaluate, assess and report on the strategic outcomes of African and other South-South bilateral and pluri-lateral

environmental engagements and agreements.

ENQUIRIES : Mr S Mangold Tel No: (012) 399 9243

APPLICATIONS : CCQA04-2025@dffe.gov.za

POST 05/13 : DIRECTOR: UNITED NATION FRAMEWORK CONVENTION ON CLIMATE

CHANGE REF NO: CCAQ05/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Natural / Environmental Sciences or relevant

qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Experience in managing, plan and coordinate South Africa's engagement in multi-lateral climate change agreement and related international cooperation. Experience in project management and stakeholder engagement. Knowledge of financial management, change management, leadership and management, strategic planning, analytical and problem solving. Communication skills

(written and spoken).

DUTIES : Manage, coordinate and lead the negotiation of approved South African

position on climate change related multi-lateral and cooperation agreements. Manage, coordinate and lead research, the preparation, formulation and approval of South Africa positions climate change related multi-lateral and cooperation agreements. Manage research analysis of other countries to assess and formulate SA's Position. Coordinate inputs received from other Government Departments into a consolidated SA position. Manage, coordinate, and lead stakeholder consultation on and lobbying for the South African position on climate change related multi-lateral and cooperation agreements. Manage the preparation, coordination, and timely submission of mandatory reports under the UNFCCC, including National Communications (NCs), Biennial Transparency Reports (BTRs) & Adaptation Communications,

etc.

ENQUIRIES: Ms P Gasela Tel No: (012) 399 9182

APPLICATIONS : CCQA05-2025@dffe.gov.za

POST 05/14 : <u>DIRECTOR: PROTECTED AREAS PLANNING AND MANAGEMENT</u>

EFFECTIVENESS REF NO: BC02/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

<u>CENTRE</u> : Pretoria

REQUIREMENTS: An undergraduate qualification in Environmental Science / Environmental

Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge on Natural resource management planning and implementation. Knowledge on Natural resource management or Natural resource-based rural development. Programme-based natural resource operational management and/or planning; Value-added industry experience and expertise. Experience and knowledge in policy development and implementation Research and development. Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Programme and Project Management. Good negotiating skills and communication skills (written

and spoken).

DUTIES : Develop and review of strategies and plans for expansion of the protected

areas. Support national spatial biodiversity planning and set ecosystem specific targets for protected area expansion. Facilitate the development of and implement a national sustainable financing strategy/plan for protected area management. Develop and review of national strategies in line with national and international obligations. Ensure effective consolidation and expansion of the protected area estate as well as maintenance of the Protected Areas Register, web-based Management Effectiveness Tracking Tool (METT) linked to an Information System for protected areas. Manage the acquisition and declaration of land for protected area expansion. Manage withdrawal of declared land and facilitate expropriation in the national interest. Manage the consultation process in line with NEM: PAA, NEMBA and NEMA. Development and implementation of policy and legislation relating to and monitoring performance of protected areas. Review institutional arrangements for

protected area management in South Africa. Review of management plans for national protected areas. Review of mining and other development activities in or adjacent protected areas in terms of legislation. Oversight of SANParks and other national and Provincial Management Authorities. Participate and input into Multilateral, Regional as well as domestic platforms and processes

ENQUIRIES Mr S Nkosi, Tel: (012) 399 9065

BC02-2025@dffe.gov.za **APPLICATIONS**

POST 05/15 DIRECTOR: BIODIVERSITY FINANCE INITIATIVE (BIOFIN) REF NO:

BC03/2025

(Contract ending 31 December 2025)

SALARY R1 216 824 per annum, (all-inclusive salary package)

CENTRE Pretoria

An undergraduate qualification in Environmental Management or relevant **REQUIREMENTS**

qualification on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience in resource mobilization. Knowledge of environmental and development issues (globally, regionally, locally). Technical knowledge based on a sound research base, environment and other relevant fields is critical. Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards biodiversity and conservation. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan activities, including projects. Ability to develop, interpret and apply policies, strategies, and legislation. Resource mobilization and ability to attract alternative finance options for the biodiversity sector. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Excellent organizational skills; Strong analytical, writing and communication skills. Ability to prepare publications, reports, and presentations. Ability to manage and work with a

multidisciplinary and multicultural team.

Ensure management of the BIOFIN project. Consult with the United Nations **DUTIES**

> Development Program (UNDP) Country Office and BIOFIN Central Technical Unit to elaborate/revise work plan, report on the schedule and budget. Provide support to the formulation and management of the National BIOFIN Steering/Advisory Committee. Lead project monitoring, reporting and evaluation at national level. Compile BIOFIN progress reports (substantive and financial) regularly for UNDP and project partners. Provide technical leadership and support to the BIOFIN project. Provide key technical leadership on Public Finance and technical expertise in assuring horizontal integration and consistency of workstreams/studies. Facilitate coordination of national BIOFIN and NBSAP processes for mutual reinforcement. Provide communication support on project outreach to the stakeholders. Ensure collaboration of counterparts on data and information provision, expert review, and verification. Prepare detailed reports and analysis of national BIOFIN project results and impacts including in preparation for COP12 and for project end. Provide

knowledge management and reporting support.

ENQUIRIES Mr S Malete Tel No: (012) 399 9511

APPLICATIONS BC03-2025@dffe.gov.za

POST 05/16 DIRECTOR: INFORMATION MANAGEMENT AND SCIENCE POLICY

INTERFACE REF NO: BC04/2025

SALARY R1 216 824 per annum, (all-inclusive salary package)

CENTRE Pretoria

REQUIREMENTS An undergraduate qualification in Natural / Physical Sciences / Environmental

Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge on Biodiversity Management. Experience and knowledge of policy development and implementation. Knowledge of the regulations promulgated under the departmental policies with special reference to Biodiversity. Knowledge and understanding of social issues, and macro and micro-economic principles, and its application. Financial and Procurement administrative procedures (PFMA & Treasury Regulations) Research and analytics skills. Understanding of Environmental issues; Biodiversity Management and legal requirements. Leadership and Management; Programme and Project Management. Communication skills (written and

spoken).

<u>DUTIES</u> : Gather information, knowledge and expertise across different sectors and

councils to feed into biodiversity research, policy development and implementation. Co-ordinate the negotiation, development, and implementation on bilateral agreements. Monitor the implementation and on bilateral agreements and coordinate sector reporting on bilateral agreements. Influence international agendas, i.e CBD, RAMSAR, CMS, AEWA, CITES, UNCCD, WHC, and IPBES with best available science. Monitor, manage, analyse and advice on international developments and trends arising from SA's obligations in terms of biodiversity related MEA's. Co-ordinate monitoring of the national state of biodiversity conservation in collaboration with SANBI, SANParks and other relevant research institutions. Facilitate monitoring of

impacts and threats to biodiversity, ecosystems and species.

ENQUIRIES: Mr S Malete Tel No: (012) 399 9511

APPLICATIONS : BC04-2025@dffe.gov.za

POST 05/17 : DIRECTOR: BIODIVERSITY MULTILATERAL CO-ORDINATION REF NO:

BC05/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Natural / Physical Sciences / Environmental

Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of Biodiversity Management. Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity. Understanding of social issues, and macro and microeconomic principles, and its application. Understanding of Environmental issues. Experience and knowledge of policy development and implementation. Programme and Project Management; Financial Management. People Management and Empowerment; Research and analytics skills. Good

negotiating skills and communication skills (written and spoken).

DUTIES : Manage, coordinate and lead the research, preparation, formulation and

approval of South African positions on biodiversity, multi-lateral and cooperation agreements. Support and facilitate improved access to information and the building of capacity of SA's stakeholders and major groups to enhance their effective participation internationally. Coordinate participation in MEA's and international cooperation agreements to enhance the development, sustainable use and conservation SA's natural and heritage resources. Translate and facilitate the integration of international natural and heritage resource obligations into national policies, legislation and implementation strategies. Coordinate and facilitate RSA's entering into and implementation of international agreements. Develop and/or finalise the accession documents. Support the building of relevant research and provide support to relevant stakeholders as a National Focal Point. Facilitate periodic national reporting on implementation in terms of international obligations. Report on the outcomes of international meetings and implications for national implementation of

biodiversity, multi-lateral and cooperation agreements.

ENQUIRIES: Mr S Malete Tel No: (012) 399 9511

APPLICATIONS : BC05-2025@dffe.gov.za

POST 05/18 : DIRECTOR: CHEMICALS AND WASTE POLICY AND INFORMATION

MANAGEMENT REF NO: CWM02/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Natural Sciences / Environmental Science /

Environmental Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful

completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience of working in the waste management and legislation drafting and policy development. Extensive technical experience in environmental/waste information management and in project management. Knowledge and understanding of the policy and legislative framework governing pollution and waste management. Leadership experience. Experience in monitoring and evaluation. Knowledge and understanding of the Extended Producer Responsibility policies and legislative framework. Legislation drafting, report writing, good interpersonal relations, well-developed communications skills, analytical thinking, business and legal writing skills, advanced computer skills. Excellent time management and discipline in terms of keeping to deadlines. Willingness to travel and must be able to work independently and efficiently under pressure.

DUTIES :

Develop national policies, strategies, legislation, norms and standards on pollution, chemicals and waste management. Provide support to provinces and municipalities in developing chemicals and waste regulations and guidelines aligned to national legislation. Provide technical inputs and guidance to legislation and policies. Conduct socio-economic impact assessment for regulatory instruments underdevelopment. Manage the development and maintenance of the South African Waste Information System for chemicals and waste management. Promote pollution prevention and waste information management and dissemination. Collect, analysis, manage and disseminate information on pollution, chemicals and waste management. Undertake and promote appropriate research on chemicals and waste management. Undertake, coordinate the extended producer responsibility policies. Manage the development and review of the state of waste report. Manage stakeholder relationships. Establish and maintain internal controls and reporting systems to meet performance goals. Provide support to key stakeholders on chemicals and waste information and knowledge management.

ENQUIRIES: Mr K Mokoena Tel No: (012) 399 9825

APPLICATIONS : CWM02-2025@dffe.gov.za

POST 05/19 : DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: CMS01/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS: An undergraduate qualification in Management Sciences / Public

Administration / Facilities Management / Property Management or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Extensive experience in Facilities and Building Management. Experience in managing service level agreements. Strategic planning management, leadership management, people management, change management, policy development and implementation, financial management, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult

persons and to resolve conflict.

DUTIES : Manage and oversee facilities, buildings and administrative services as well as

to layout procedures and guidelines for sound corporate governance for the Department with regards to the following key performance activities: Manage building functions and projects, service contracts and service level agreements. Ensure preventative maintenance inspections are conducted in all the buildings occupied. Administer lease management activities. Manage the PPP unitary payments, PPP functions and Departmental Utility Accounts. Ensure the coordination and facilitation of the logistic & records services. Coordinate and facilitate the logistics and auxiliary services of the Department. Coordinate and facilitate records management services. Coordinate contracts management in the regions. Conduct needs assessment on the buildings. Provide accommodation support in the Department. Preparation of proposed floor layouts for space planning. Sign lease contract and upgraded facilities.

Manage cleaning and food aid services.

ENQUIRIES: Ms N Matshika Tel No: (012) 399 8504

APPLICATIONS : CMS01-2025@dffe.gov.za

POST 05/20 : DIRECTOR: CORPORATE COMMUNICATION REF NO: CMS02/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification in Journalism / Communications or relevant

qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Excellent communications skills (verbal and written). Experience in project management. Clear understanding and/or exposure to the government communications system. Good interpersonal, stakeholder liaison and financial management skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good managerial, organisational, administration, analytical and interpersonal skills. The ability to work efficiently in a team and under pressure. Candidate must be willing to travel and work over extended

hours.

DUTIES : Manage the development and implementation of the department's editorial and

publications strategy/programme. Oversee editorial content and production timelines for a broad portfolio of publications. Manage media-buying portfolio in the department. Lead the development and creation of advertising, advertorial, awareness-raising products for various campaigns across multiple channels. Manage department wide graphics standards and brand consistency for internal and external visibility. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of electronic communication (social media, website and intranet) plans that allow the department to take advantage of the various

digital platforms.

ENQUIRIES : Mr P Mbelengwa Tel No: (012) 399 8842

APPLICATIONS : CMS02-2025@dffe.gov.za

POST 05/21 : DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO:

CFO01/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification in Logistics / Purchasing / Supply Chain

Management / Finance, Auditing) or relevant qualification on (NQF7) within the related field as recognised by SAQA. A minimum of five (5) years of relevant experience at middle/senior management level Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge of acquisition and demand management. procurement, and business practices. Ability to establish and manage demand and acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and conflicts. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and acquisition of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Acquisition Management: Government budgeting processes; Risk management; Public Service financial legislative frameworks; Contract management; Financial Management; PUBLIC Finance Management Act (PFMA) and Departmental policies and procedures. Skills: Policy formulation; Negotiations skills; Computer Literacy; Presentation and public speaking; Project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Public Relations; Research; Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI) and Problem Solving and Analysis. Personal Attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills; Creativity; Ability to work under pressure; Ability to work with

difficult persons and to resolve conflict. Character beyond reproach; Articulate and Sense of responsibility and lovalty. Initiative and creativity.

DUTIES

Manage the implementation of demand and acquisition management services. Manage compliance with supply chain management prescripts. Manage the bid process in line with the National Treasury Regulations. Manage the implementation of chapter 16A of Treasury Regulations. Manage the procurement of goods and services within timeframes. Monitor, analyse and implement Supply Chain Management (SCM) policy and National Treasury instruction notes. Manage Procurement Plan planning and monitoring. Ensure co-ordination and facilitation of procurement of goods/services/works above R1000 000,00 and goods, services, works and professional services below R1000 000,00. Advertising bids in an appropriate, fair, equitable, transparent, competitive, and cost-effective procurement process. Ensure the adherence for validity period of bids/tenders, review and monitoring thereof. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee. Manage BAC calendar and invites meetings. Check recommendations and documentation to the departmental Bid Adjudication Committee (BAC). Ensure Sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Develop and implement audit action plan on findings by the Auditor General and internal audit. Develop and implement a risk register for the Chief Directorate. Annual review supply chain Management delegations and policies. Inform officials of updated delegations and policies. Monitor adherence to delegations and policies by Branches. Ensure continuous improvements and controls. Manage the submission of monthly reports on CFO dashboard. Manage the submissions and reporting of

deviations and variations.

Mr M Makhathini Tel No: (012) 399 9515 **ENQUIRIES**

APPLICATIONS CFO01-2025@dffe.gov.za

POST 05/22 SPECIALIST: MARITIME SERVICES REF NO: OC02/2025

SALARY R1 216 824 per annum, (all-inclusive salary package)

CENTRE Cape Town

REQUIREMENTS Master's Degree in maritime, Sciences / Economics / Engineering / Law or

relevant qualification on (NQF 9) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a middle/ senior management level in a relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the ocean economy and environment. Knowledge and experience of national, provincial and local governance processes. Knowledge of Operation Phakisa: Oceans Economy. Knowledge of the intergovernmental system. Thorough understanding, knowledge and experience in project management Knowledge of Ocean Management. Planning, Monitoring & Reporting. Knowledge of Administration and Financial Management and related government procedures. Knowledge of Public Service and Departmental procedures and prescripts as well as Government policies and procedures. Competencies: Strategic Planning. Strategic Capability and Leadership, Programme and Project Management, Financial Management. Knowledge Management. Service Delivery Innovation. (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer. Excellent Communication. Honesty and Integrity. Skills: Sound organising and planning skills. Project management skills. Good communication skills. Computer proficiency in Ms Word, Excel, Power Point. Analytical and presentation skills. Good interpersonal relations and collaboration skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to apply policies. Ability to work individually and in team. Ability to work under extreme pressure. Ability to work with diverse stakeholders and to manage conflict. Sense of responsibility and loyalty. Problem Solving and Innovation.

DUTIES Provide specialist input, advice and support in respect of maritime services

including marine transport and manufacturing, offshore and oil and gas and other sub-sectors of the oceans economy and provide specialist support in relation the Oceans Economy programme. Identify potential projects and work with relevant stakeholders and implementing departments and units to realise projects. Identify areas requiring attention and implement interventions to fasttrack delivery. Attend relevant Oceans Economy Delivery Unit meetings and other fora. Facilitate the unblocking of binding constraints and resolution of issues. Analyse reports and identify issues for resolution and provide specialist support. Keep full record /register and history of issues for escalation and resolution. Undertake analysis on issues and trends in the oceans economy and identifying opportunities for growth. Ensure reporting and facilitate stakeholder liaison and engagement. Provide regular reports on the progress in terms of the implementation on oceans economy initiatives. Liaise and work with the respective stakeholders in dealing with sector issues and ensure the implementation of innovative solutions to problem-solving within the respective sectors. Actively work with various focus areas in the Branch: Oceans and Coasts, and other relevant government coordinating structures and intergovernmental stakeholders.

ENQUIRIES: Ms M Korsten Tel No: (021) 943 7356

APPLICATIONS : OC02-2025@dffe.gov.za

POST 05/23 : DIRECTOR: SMALL SCALE FISHIRIES MANAGEMENT REF NO:

FIM02/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Cape Town

REQUIREMENTS : An undergraduate in Natural / Environmental Science or relevant qualification

on (NQF 7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and experience of the marine environment and the fisheries sectors. Knowledge of the Marine Living Resource Act and applicable legislation, including Public Finance Management Act and treasury regulations, and other relevant legislations. Knowledge of government policies and priorities. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Strategic Capability and Leadership. Programme and Project Management skills. People Management and Empowerment skills. Good interpersonal relations skills. Ability to work long hours voluntarily and under

extreme pressure.

<u>DUTIES</u>: Manage the administration and support of small-scale fisheries sector in

accordance with the legislative requirements. Ensure compliance with the provision of the Marine Living Resources Act (MLRA), in respect of permitting, licensing and other applicable measures. Provide and ensure leadership and support for the development of the small-scale fisheries sector. Promote the participation of Historically Disadvantaged Individuals (HDIs) in small scale fisheries. Devise strategies for the establishment, strengthening and support of local co-management structures in all four coastal provinces. Participate and represent the department in the national, regional and international forums relevant to the management of small-scale fisheries. Manage the verification of product flow through the fishing value chain. Provide support to the sector to ensure that the objectives of the sector are achieved. Collaborate with other stakeholders regarding enforcement of legislative and regulatory requirements. Develop the operational plan for the Directorate and ensure its implementation thereof, Conduct financial planning and account for allocated budget. Ensure

the management and development of human resources.

ENQUIRIES : Mr S Pheeha at 082 558 5837 **APPLICATIONS** : FIM02-2025@dffe.gov.za

POST 05/24 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIM03/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Cape Town

REQUIREMENTS: An undergraduate in Supply Chain Management or relevant qualification on

(NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and experience in Supply Chain Management, Assets and Accounting (Finance). An in-depth knowledge of applicable financial legislations and regulations, including exposure to Preferential Procurement Policy Framework Act (PPPFA), Broad-based black empowerment Act, Standards of Generally

Recognised accounting Practice and the Public Finance Management Act. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and must have worked on an enterprise resource planning (ERP) system. Must be able to work under pressure.

DUTIES

ENQUIRIES

Provide strategic direction, leadership and management regarding Supply Chain Management and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plans of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

Mr W Rooifontein at 082 822 2882

<u>APPLICATIONS</u> : FIM03-2025@dffe.gov.za

POST 05/25 : DIRECTOR: COMPLIANCE REF NO: FIM04/2025

SALARY : R1 216 824 per annum, (all-inclusive salary package)

CENTRE : Cape Town

REQUIREMENTS: An undergraduate in Natural / Environmental Sciences / Environmental Law/

Law) or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Knowledge and understanding of the Marine Living Resources Act, Criminal Procedure Act, Public Finance Management Act and National Treasury Regulations. Sound knowledge and understanding of all the legislation and regulations that govern the Public Service including the Public Service Act and the Labour Relations Act etc. knowledge of government policies and priorities for the Department. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Project and management skills. Strategic capability and leadership. Financial and

change management.

DUTIES :

Oversee the monitoring of catches to protect and enhance marine assets and resources. Develop a compliance monitoring framework and ensure effective implementation thereof. Oversee inspections to protect marine assets and resources. Oversee and ensure patrols to protect and enhance marine assets and resources. Assist and support complex compliance operations and prosecutions. Monitor all areas of risk within Fisheries sectors. Manage and ensure cooperative governance initiatives. Participate in consultative structures of other government departments, municipal structures and traditional structures within the areas of operation. Develop co-management and enforcement policies and implementation strategies with communities and relevant stakeholders. Provide and assist with species identification training to catch data monitors. Develop the operational plan for the Directorate and ensure its implementation. Manage the resources of the Directorate. Oversee

the monitoring of catches to protect and enhance marine assets and resources. Develop a compliance monitoring framework and ensure effective implementation thereof. Oversee inspections to protect marine assets and resources. Oversee and ensure patrols to protect and enhance marine assets and resources. Assist and support complex compliance operations and prosecutions. Monitor all areas of risk within Fisheries sectors. Manage and ensure cooperative governance initiatives. Participate in consultative structures of other government departments, municipal structures and traditional structures within the areas of operation. Develop co-management and enforcement policies and implementation strategies with communities and relevant stakeholders. Provide and assist with species identification training to catch data monitors. Develop the operational plan for the Directorate and ensure its implementation. Manage the resources of the Directorate.

ENQUIRIES Mr C Liebenberg Tel No: (021) 493 7132/ 083 2975753

FIM04-2025@dffe.gov.za **APPLICATIONS**

OTHER POSTS

DEPUTY DIRECTOR: GREENING & LIVELIHOODS IMPLEMENTATION POST 05/26

SUPPORT (X3 POSTS)

SALARY R1 003 890 per annum, (all-inclusive salary package).

Mahikeng, Northwest Ref No: FOM02/2025 **CENTRE** Kimberley, Northen Cape Ref No: FOM03/2025

Pietermaritzburg, Kwa-Zulu Natal Ref No: FOM04/2025

Degree/National Diploma (NQF6) in Forestry/ Developmental Studies or **REQUIREMENTS**

relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Forestry or related field. Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driver's license and

willingness to travel.

DUTIES Manage the socio-economic development of the Forestry sector with reference

> to the livelihood programmes. Promote livelihoods and greening programmes locally, provincially and nationally through stakeholder liaison. Implement National Forestry Development Awareness Programmes and Campaigns. Ensure the implementation of forestry livelihood development and agroforestry. Manage and implement forestry greening and livelihood programmes and projects. Implement greening initiatives (Ten Million Trees) programmes. Provide technical advice and guidance on Forestry Development issues. Ensure the promotion of partnerships between Government, Non-Government Organisation (NGO's) and private individuals and communities. Ensure the integration of Forestry Development into Local, Provincial and National Government Developments. Ensure the inclusion of Forestry Development on Provincial Growth and Development Strategies (PDGS), Spatial Development Frameworks (SDF) and Integrated Development Plans (IDP), Provide support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme. Sustainable Management of state nursery. Develop and implement the Annual Plan of Operations. Revenue

collection.

ENQUIRIES Mr N Matsea at 066 390 7000 FOM02-2025@dffe.gov.za **APPLICATIONS**

FOM03-2025@dffe.gov.za FOM04-2025@dffe.gov.za

POST 05/27 : DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST

MANAGEMENT REF NO: BC06/2025

SALARY : R1 003 890 per annum, (all-inclusive package)

CENTRE : Kwa-Zulu Natal

REQUIREMENTS: Degree/National Diploma (NQF6) in Forestry / Environmental Science /

Environmental Management or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Extensive knowledge in Woodlands and Indigenous Forest and Commercial forestry. The ability to interpret and apply related legislation and policies, National Forestry Act (NFA), National Veld and Forest Fire Act (NVFFA), NEMA, NEMBA, Public Service Act, PFMA including Labour Relations Act and other Environmental legislations. Knowledge of project management. Skills: Planning and Organizing, Policy development and analysis, People Management/Human Resources / Leadership, Facilitation and Negotiation, excellent communication (verbal, presentation, awareness raising and report writing), and problem-solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must

have a valid driver's license and willing to travel.

<u>DUTIES</u>: Manage and develop policies, norms, standards, tools, and procedures for

sustainable management of indigenous forests and woodlands. Manage conservation planning and compliance with national and international biodiversity Management frameworks. Identify priority forests for protection and rehabilitation. Determine relative conservation and socio-economic values of forest patches as well as threats. Ensure Ecological Forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Ensure that site inspection is conducted. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial resources). Analyze the impact of environmental assessments. Ensure compliance and monitoring of Environmental legislation, especially NFA and NVFFA. Managing achievements of the Regional Annual Plan of Operation. Develop and provide forest management guidelines, norms, best practice to the WIFM regions (KZN). Evaluate and monitor performance and

appraisal of employees. Manage discipline. Dr.T Ramatshimbila Tel No: (012) 309 5716

ENQUIRIES : Dr.T Ramatshimbila Tel N
APPLICATIONS : BC06-2025@dffe.gov.za

POST 05/28 : <u>DEPUTY DIRECTOR: STRATEGIC PLANNING AND BUSINESS</u>

PERFORMANCE REF NO: CMS03/2025

SALARY : R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS: Degree/National Diploma (NQF6) in Public Management / Public

Administration or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement frameworks. Understanding of project management and financial management. Knowledge of government planning, reporting, monitoring and evaluation processes. Ability to develop and apply policies. Ability to lead a multidisciplinary team. Sound organizing, planning and excellent communication skills. Effective analytical skills, report writing, innovative and

interpersonal skills. Ability to work under pressure and long hours.

<u>DUTIES</u> : Provide strategic and annual performance planning support to the Department.

Facilitate submission of branch inputs and consolidate the Strategic Plan, Annual Performance Plan, Annual Operational Plan and Service Delivery Improvement Plan. Provide monitoring, evaluation, and reporting support to the Department. Coordinate submission of branch performance reports and supporting evidence. Coordinate an analysis of reports for accuracy, completeness, validity of reported performance information and level of performance against performance indicators and targets. Verification of supporting evidence submitted by branches for reported performance. Consolidate the departmental quarterly and annual performance reports. Facilitate and submit the Department's mandatory/compliance reports to relevant entities. Develop and implement organizational performance management policy framework and guidelines for the Department.

Implementation of all control measures put in place to mitigate performance management risks, continuous review, and improvement of existing control measures. Oversee maintenance of the Department's online Organizational Performance Management System and support continuous improvement of the overall DFFE performance monitoring, evaluation, and reporting system.

ENQUIRIES: Ms. L Tsekiso Tel No: (012) 399 9661

APPLICATIONS : CMS03-2025@dffe.gov.za

POST 05/29 : DEPUTY DIRECTOR: ENVIRONMENTAL SECTOR PLANNING SUPPORT

REF NO: CMS04/2025

SALARY: R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS: Degree/National Diploma (NQF6) in Public Management/Public

Administration/Business Management or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Proven competencies on organizational performance management, information and electronic document management, and planning. Knowledge of Public Service Procedures and Prescripts. Knowledge of relevant government legislations and guidelines in relation to planning, performance management, and monitoring and evaluation. Knowledge of government Administration and Financial procedures. Knowledge of management processes and principles. Sound organizing and planning skills. Analytical skills. Good communication skills. Effective customer relationships management skills. Research and reporting. Project management skills. Presentation skills and stakeholder engagement/management. Computer literacy. Ability to work independently, under extreme pressure and long hours.

DUTIES : Ensure provision of strategic planning support on the development and review

of the Environment Sector's 5-year plan with relevant sector Partners. Provide annual planning support to the Environment Sector intergovernmental stakeholders on the development of annual work plans aligned with sector priorities and mandates. Ensure provision of performance management monitoring reporting and evaluation on Environment Sector Priorities. Provide

administrative and stakeholder management support.

ENQUIRIES : Ms S Sangqu Tel No: (012) 399 9017

APPLICATIONS : CMS04-2025@dffe.gov.za

POST 05/30 : DEPUTY DIRECTOR: OCCUPATIONAL HYGIENE REF NO: CMS05/2025

SALARY : R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS: Honours Degree (NQF8) in Occupational Hygiene/ Environmental

Health/Chemistry or Chemical Engineering or relevant qualification. A minimum of three (3) years' experience in Occupational Health and Safety of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent). Registration with the South African Institute of Occupational Hygiene on Occupational Hygienist level (SAIOH). A certificate in Occupational Hygiene legal knowledge. Knowledge of occupational health and safety act and regulations. Understanding of national building regulations and standards. Occupational hygiene codes of practice, potential health hazards, use and calibration of occupational hygiene equipment (toxicology, confined space). Project and change management. Ability to develop / implement policies and guidelines. Strategic planning management. Coordination and stakeholder liaison skills. Administrative procedures. Sound research, analytical, organizing and planning skills. Ability to gather and analyse information. Good communication skills (verbal and written) and presentation skills. Ability to work

long hours.

DUTIES : Identify, assess, and control occupational health hazards, using scientific

equipment / instruments to ensure compliance in the Department. Conduct occupational hygiene surveys, workplace evaluations, and incident investigations. Maintain occupational hygiene monitoring equipment calibration status to ensure compliance with industry/sector standards. Conduct health and safety risk assessments. Conduct investigations, recognize causal factors, and determine preventive measures. Provide advisory and technical support to the occupational hygiene program. Lead the strategic development, implementation, and continuous improvement of occupational hygiene and

health programs. Coordinate Emergency preparedness and prevention plans. Coordinate Occupational Health and Hygiene inputs from all the Branches. Respond to inquiries and enforcement actions from government regulatory agencies; develop response plans to correct non-conformances and/or violations. Establish and implement medical surveillance programme. Conduct safety research. Effect the necessary links with the Occupational Medical Practitioner and other relevant departments to ensure that medical surveillance of exposed employees is accomplished. Identify possible risk of deterioration in the health status which might be caused by the job process and work environment. Monitor and evaluate, audit, review occupational hygiene programs for effectiveness, and achievement of objectives. Ensure the department complies with applicable regulatory requirements and is always "audit ready". Facilitate and conduct occupational health training in the Department. Conduct training program reviews and develop valid recommendations. Conduct occupational health awareness programmes. Manage health and safety committee meetings.

ENQUIRIES : Mr H Rapelego Tel No: (012) 399 8532

APPLICATIONS : CMS05-2025@dffe.gov.za

POST 05/31 : SENIOR SERVER SUPPORT SPECIALIST REF NO: CMS06/2025

SALARY : R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS: Degree/National Diploma (NQF6) in Information Technology or relevant

qualification in the related field. Microsoft Certified IT Professional (MCITP), Microsoft Certified Azure fundamentals, VMware Certified Professional will be advantageous. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in project management and infrastructure development. Knowledge of IT support services, ITC management legislative frameworks, Desktop management. Knowledge of public service procedures and prescripts, Change Management, financial management, knowledge Management and service Delivery Innovation (SDI). Sound organizing and planning skills, good communication skills, good interpersonal relations skills. Problem solving and analysis. Innovative and proactive. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult people and to resolve conflicts.

Client orientation and customer focus

DUTIES: Oversee administration of heterogeneous server environment for both

Microsoft and Linux. Provide administration of server operating systems and applications. Perform and render server Hardware and software troubleshooting. Introducing and integrating new technologies into existing data center environments, in line with the change advisory board processes. Installing and configuring new hardware and software. Manage and monitor maintenance and performance tuning. Perform routine audits of systems and software. Monitor server services. Manage data backup and recovery management. Document the configuration of the systems data backup, recovery and retention. Analyse server logs as requirement and implement corrective measures in line with best practices. Restore data back-up for systems failure. Work with other teams, networking, security, applications, governance as required to ensure uptime availability. Implement recommendations from internal and external audit exercises. Participate in risk management engagements for IT. Develop SOPs on server management. Ensure consistency of versions in line with approved IT Standards. Perform backups of servers. Manage systems security administration. Manage server operating system updates, patches, and configuration changes. Manage server security solutions, including content filtering systems in a hybrid

environment (Cloud and on-premises)

ENQUIRIES : Mr L Pulumo Tel No: (012) 399 9725

APPLICATIONS : CMS06-2025@dffe.gov.za

POST 05/32 : DEPUTY DIRECTOR: EDMS SYSTEM ADMINISTRATOR REF NO:

CMS07/2025

SALARY : R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS

Degree/National Diploma (NQF6) in Information Technology or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Sound knowledge of Enterprise Content Management (ECM) or Enterprise Information Management (EIM) systems and processes. Knowledge of ICT management legislative frameworks and Directives. Working knowledge of OpenText Livelink or other Enterprise Content Management technology administration. Project and knowledge management. Ability to develop / implement policies and guidelines. Working knowledge of the main elements of Enterprise Architecture. Strong communication, interpersonal relations, planning, decision making and liaison skills. Training and administrative skills. Ability to work under pressure and long hours. Willingness to travel.

DUTIES :

Maintain and support the Department's Electronic Document Management System, specifically focusing on the maintenance and optimization of the OpenText Content Server (Livelink) environment including the configuration, installation, patching and updating of the servers for the Department's EDMS. Implement custom SQL queries, scripts, and stored procedures to enhance Content Server functionality. Monitor system performance, troubleshoot issues, optimize SQL database queries for efficiency, and maintain database health. Collaborate with business stakeholders to gather requirements and implement document management and workflow solutions. Provide technical support and user training to ensure efficient utilization of OpenText Content Server. Ensure data security and compliance with regulatory requirements, including records management. Implement and manage robust backup and restore procedures to safeguard critical data. Document system configurations, policies, procedures, and best practices. Participate in disaster recovery planning and execute recovery procedures as needed. Manage all content on the Departmental Electronic Document Management System, including the design and management of Workflows for the Department. Design and management of Workflows and Forms for the Department. Analyze Departmental Business Processes. Design the workflow using the Livelink Map Painter. Test the workflow according to the specification. Facilitate workshops with relevant users. Develop and review EDMS policies and implement the workflow in production. Manage all modules on the EDMS system. Identify system inconsistencies and implement corrective measures. Manage and monitor the content of the system. Maintain a consistent look and feel throughout the EDMS web interface. Ensure all application content is updated. Manage the EDMS Helpdesk. Resolve all the Helpdesk escalated calls. Review the performance of the Helpdesk Team. Empower the Helpdesk through training on newly implemented processes. Track and management of workflows on request. Ensure Effective Planning and Reporting of the EDMS system. Generate monthly reports on user training sessions conducted. Generate monthly reports on EDMS compliance. Implement new initiatives on improved system functionality. Manage and update training manuals to include current functionality. Ensure the development, training and disaster recovery environments are available and up to date.

ENQUIRIES : Ms N Dlamini Tel No: (012) 399 8725

APPLICATIONS : CMS07-2025@dffe.gov.za

POST 05/33 : <u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT</u>

REF NO: EP04/2025 (X2- VARIOUS)

SALARY: R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS: Degree/National Diploma (NQF6) in Public Administration/Management or

relevant in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Good command of written and oral English and any other official language. Knowledge of strategic coordination/planning; and professional report writing. Knowledge of policy development and organization performance management. Good Project management background. Knowledge of formats and routes of documentation throughout the department and quality control of documents. Knowledge of Government Policies and legislations such as PAJA, PAIA, PFMA and other Financial Management and associated prescripts. Knowledge of inter-governmental relation, public service and departmental procedures and prescripts. Planning

and performance management legislation. The Candidates must be in possession of the following skills: Planning, Organizing, Facilitation, Communication and technical writing skills. Advance office application such as MS Word, Excel, PowerPoint, Publisher. Ability to collaborate effectively with stakeholders at various levels. Ability to work independently and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self-supervision, highly developed sense of honesty and protect the confidentiality of documents.

DUTIES

ENQUIRIES

Manage the budget and procurement administration process of the Branch. Ensure financial control including petty cash and procurement in office of DDG. Monitor and compile monthly branch reports (expenditure, procurement and contract management). Provide strategic planning and reporting support to the Branch Chief Directorates. Coordinate and consolidate Branch inputs into Strategic Plans and APPs. Monitor and report on the implementation of Strategic and Operational Plans. Provide document management support. Implement management decisions. Quality assures all documents before submitting to DDG. Ensure provision of secretariat support. Coordinate Parliamentary questions and queries, as well as stakeholder engagements. Manage and monitor referrals of the Branch. Provide office management services to the DDG. Ensure compliance and manage reporting for office of the DDG. Ensure logistical support to office of the DDG. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database. Ensure the preparation of stakeholder communications material, including presentations, documents, profiles etc.

: Ms P Diphaha Tel No: (012) 399 9602

APPLICATIONS : EP04-2025@dffe.gov.za

POST 05/34 : DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: ODG01/2025

SALARY : R849 702 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Degree/National Diploma (NQF 6) in Public/Business

Administration/Management or relevant in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at entry/junior managerial level (Assistant Director equivalent). Knowledge: Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Treasury Regulations, Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem-solving, Conflict Management, Facilitation, Analytical, Innovative. Sound organising and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint, and Outlook, Excellent communication, interpersonal and writing skills. Personal attributes: Ability to work individually and in a team. Ability to collaborate effectively with stakeholders at various levels. Ability to work under extreme pressure, long/after hours and travel if required. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulative, Multi-tasking, Creativity, Honest and reliable, Good interpersonal relations and

professionalism.

DUTIES : Manage the Director-General's diary commitments, including alignment to

Executive Authority and the events calendar in consultation with relevant stakeholders. Maintain good relations between Ministry offices and all other meetings/workshops stakeholders. Arrange and other high-level engagements. Coordinate logistical and secretariat support for DG's engagements and prepare presentations where required. Coordinate and provide administrative and executive support for DG's domestic and foreign travel arrangements. Management of DG's office/accommodation in Pretoria and Cape Town. Develop and ensure the implementation of support measures for the efficient operation of the Director-General's office. Manage the process of facilitating the performance management and development process for managers reporting directly to the Director-General. Oversee and monitor the reception of the DG including screening of enquiries (telephonic, physical,

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electronic, and hard copy). Ensure that Financial, Legal, and administrative requirements and regulations are complied with. Oversee the filling system in the DG's office is in order. Manage the sub-directorate: Executive Support and monitor the expenditure of the Director-General's budget. Ensure data protection and classification of information is adhered to. Assist the DG with private needs within the agreed framework.

Ms P Sekgobela Tel No: (012) 399 9882

APPLICATIONS : ODG01-2025@dffe.gov.za

POST 05/35 : ENVIRONMENTAL OFFICER CONTROL GRADE A: ESTUARIES

MANAGEMENT REF NO: OC03/2025

SALARY : R580 551 per annum, (OSD)

CENTRE : Cape Town

ENQUIRIES

REQUIREMENTS: A four (4) year Degree (NQF Level 8) in Natural or Environmental

Management/Sciences or equivalent qualification within the related field plus 6 years post qualification experience. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management (Integrated Coastal Management Act, Biodiversity Act, Marine Living Resources Act, Forest Act, Protected Areas Act, etc.) Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge and understanding of relevant multilateral environmental agreements (i.e. Ramsar, CBD, etc.) Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures. Public Finance Management Act. Public Service and Departmental Procedures and Prescripts. Understanding of conservation and sustainable use principles. Ability to interpret & apply policies. Project Management skills. Good communication skills. Analytical skills. Computer skills. Leadership skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to analyse, develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult persons and to

resolve conflict. Willingness to travel extensively

<u>DUTIES</u> : Facilitate the development and implementation of national estuary

management plans, Develop Estuarine Management Plans (EMPs). Undertake stakeholder consultation and establish appropriate institutional arrangement to facilitate the development and implementation of the EMPs. Facilitate the implementation of EMPs. Conduct the necessary review and update of outdated estuary management plans. Facilitate effective partnerships, cooperative governance, liaison and engagement with national, provincial and local government, sector departments, private sector and general public on estuarine issues. Establish and/or coordinate appropriate fora with relevant organisations or institution to foster alignment and enhance coordination in the management of estuaries. Attend and participate in the National, Provincial and Local estuarine management forum meetings and workshops. Provide support and technical guidance to estuary management agencies on the development and implementation of EMPs for prioritised estuaries. Ensure effective implementation of decisions emanating from relevant international and regional multilateral agreements. Participating in and implementing the relevant decisions of the Ramar Convention. Participating in and implementing the relevant decisions of the Nairobi Convention. Participating in and implementing the relevant decisions of the Convention on Biological Diversity. Facilitate general provision and input into estuarine EIA applications, strategies and guidelines, coastal water discharge permits, and responding to all the related queries. Provide inputs to estuary EIA applications, strategies and guidelines, permits, and other related documents. Respond to all queries related to estuaries management. Ensure the development and implementation of regulatory and/or policy framework for coordinated management of estuaries in South Africa. Compile/draft relevant statements/replies and government notices. Develop and implement relevant estuarine management policies. Provide comments on all relevant coastal

policies and legislative frameworks.

ENQUIRIES : Mr M Dopolo Tel No: (021) 493 7038

APPLICATIONS : OC03-2025@dffe.gov.za

POST 05/36 : ENVIRONMENTAL OFFICER CONTROL GRADE A: MPAS REF NO:

OC04/2025

SALARY : R580 551 per annum, (OSD)

CENTRE : Cape Town

REQUIREMENTS: A four (4) year Degree (NQF Level 8) in Natural or Environmental

Management/Sciences or equivalent qualification within the related field plus 6 vears post qualification experience. Knowledge of the MPA management issues and relevant legislation (NPAES, Biodiversity Act, Protected Areas Act, Marine Living Resource Act). Purpose and functioning of MPAs. Coastal Management process and principles. Co-management and compliance. Socioeconomic issues around MPAs and Natural Resource Management. Biodiversity Conservation Planning principles, Spatial planning including methods of assessing sites for MPAs. Socio-economic considerations. Departmental service delivery. Project management and strategic planning. Environmental Legislation. Public Service and Departmental Procedures and Prescripts. Skills Understanding of Biodiversity conservation and sustainable principles. Ability to interpret and apply policies and legislation. Good communication skills. Computer skills. Leadership and management. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure and with

difficult persons and to resolve conflict.

DUTIES : Design and expand the MPA network to represent bioregions, including deep

water and high sea areas. Participate and influence the conservation planning processes led by SANBI and other relevant stakeholders. Lead stakeholder consultation on potential expansion areas for conservation purposes. Facilitate the declaration process of the Marine Protected Area and OECMs network. Implement relevant policies and legislation regarding MPAs and OECMS. Coordinate and implement the National Biodiversity Strategies and Action Plans (NBSAPS) relevant to MPAs and OECMs. Coordinate and implement the National Protected Area Expansion Strategy (NPAES) relevant to MPAs and OECMs. Prepare implementation reports in line with the National Monitoring Framework. Operationalise management arrangements for Marine Protected Areas and OECMs. Prepare necessary administration and SCMs processes to enable conservation entities to manage MPAs on behalf of the Department. Prepare MoAs and facilitate their signing off. Manage the administration (including implementation) of the MoAs. Develop and monitor the implementation of the workplans. Review and implement international targets relating to marine protected areas. Participating in and implementing Convention on Biological Diversity decisions. Participating in and implementing People and Parks Forum decisions. Participating in and implementing Nairobi and Abidjan Convention decisions. Participating in and implementing World Parks Congress. Ensure effective implementation of the MPA management plans. Facilitate the development and implementation of MPA management plans. Establish collaboration and partnerships with relevant stakeholders to advance the implementation of management plans. Establish stakeholder engagement platforms to foster

effective participation in decision making.

ENQUIRIES : Mr M Dopholo Tel No: (021) 493 7038
APPLICATIONS : OC04-2025@dffe.gov.za

POST 05/37 : ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES

REF NO: EP07/2025

SALARY : R552 081 per annum CENTRE : Northern Cape

REQUIREMENTS : Degree/National Diploma (NQF6) in Environmental Science/Development

Studies or relevant qualification. Coupled with a minimum of 3 years of relevant experience in Project Management or relevant field. Knowledge of Environmental related legislation, Natural resource Management, Invasive Alien Species Management, South African National Standards. Knowledge of Administrative procedures, Financial Management, Project Management, Personnel Management and Contract Administration. Ability to establish and manage relevant systems and controls. Must have ability to develop, interpret and apply policies, strategies and legislation, strategic planning and budgeting. Sufficient knowledge of specific computer software packages and efficient use

of associated for staff. Must have Coordination's Skills, organising, planning and communication skills (written and spoken). Must have programme and Project Management, listening skills, writing skills, report writing skills. Ability to work long hours voluntarily, work independently and in a team and lead multidisciplinary team. Be able to work under extreme pressure and be able to collect and interpret information and reports.

<u>DUTIES</u> : Facilitate the development and review of project operational plans for EP Non-

racilitate the development and review of project operational plans for EP Non-infrastructure within the province. Conduct in-field catchment assessment to select, map and prioritise project sites and compartments for inclusion in the project plans. Make inputs to align all project plans with the priority areas for invasive alien plant activities in the district. Coordinate the implementation of EP infrastructure projects and invasive alien plant clearing activities within the province. Support the recruitment process to create Work Opportunities & Full Time Equivalents in line with approved plans and applicable EPWP recruitment guidelines. Provide inputs, record of all contract transactions and required evidence to update register on the prescribed reporting format and platform. Ensure compliance with EP infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure

projects operations within the province.

ENQUIRIES : Mr R Nenungwi Tel No: (012) 3999 757

APPLICATIONS : EP07-2025@dffe.gov.za

POST 05/38 : ASSISTANT DIRECTOR: STAKEHOLDER CORPORATIONS AND

AWARENESS REF NO: CMS12/2025

SALARY : R444 036 per annum

CENTRE : Cape Town

REQUIREMENTS : Degree/ National Diploma (NQF6) in Communication, Journalism, Marketing,

Public Relations or relevant qualification couple with a minimum of 3 years of relevant experience in coordinating and/or managing School and Community Awareness programmes, Community Awareness, Exhibitions, Events and Stakeholder Engagements. Knowledge of Administrative procedures, Financial Management, Project Management, HR Practices. Extensive experience in Language editing formats & quality control mechanisms, meeting procedures & minute taking and copy writing and editing background. Must have Leadership and Management Coordination skills, organising and planning. Must have good communication skills (written and spoken). Ability to work long hours voluntarily, gather and analyse information and also be able to develop and apply policies. Be able to work under extreme pressure, also work independently and in a team and lead multidisciplinary team. Must be able to

collect and interpret information and reports.

DUTIES : Conduct school and community awareness programmes, coordinate

stakeholder engagements, coordinate departmental events and conferences, coordinate departmental exhibitions, coordinate campaigns and implement the departmental communications strategy, develop and distribute promotional, awareness and educational material. Establish and strengthen partnerships. Ensure the effective flow of information between branches, stakeholders and partners. Facilitate communications activities with financial needs. Ensure that contractual obligations are met and ensure adherence to PFMA regulations in terms of procurement of communications, awareness and educational resources. Provide general communication support. Assist in any communication related project/programme in the department and logistics and

/or communication outputs of events.

ENQUIRIES : Mr Z Nqayi Tel No: (021) 493 7144 **APPLICATIONS** : CMS12-2025@dffe.gov.za

POST 05/39 : ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT REF NO:

ODG02/2025

SALARY : R444 036 per annum

CENTRE : Pretoria

REQUIREMENTS : Degree/National Diploma (NQF 6) in Public or Business

Administration/Management or relevant qualification coupled with three (3) years' experience in related field. A minimum of (3) years of functional experience in records management and executive support services. knowledge: Public Service Act. Ability to convert policy into action. Public

Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. PFMA, Treasury regulations, Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem-solving, Conflict Management, Facilitation, Analytical, Innovative, Sound organising and planning skills, Analytical thinking, Expert level of computer literacy, Advanced office applications such as MS Word, Excel, PowerPoint and Outlook, interpersonal and writing skills. Personal attributes: Ability to work individually and in a team, Ability to collaborate effectively and communicate with stakeholders at various levels, Ability to work under extreme pressure, Proactive approach to meeting deadlines and delivering results with limited supervision, Good interpersonal relations, Service Oriented and Integrity, Creativity, Innovation, Objectiveness and professionalism.

DUTIES

Render Administrative and Records Management Support Services in the Office of the Director-General and perform the following key functions: Oversee and monitor progress on correspondence referred to the Department from the DG, Ministry, and Deputy Ministry, and other stakeholders. Quality assuring and analysing submissions for DG's consideration, implementing DG's decisions on the Electronic Document Management System (EDMS), Processing of DG recommended submissions to DMs and Ministry Offices, and provide feedback to branches once decisions have been received for implementation. Provide client liaison support for DG to members of the public/stakeholders telephonically and per email (Acknowledge receipt, filter, and transfer/initiate and assign correspondence referrals. Monitor the status and progress of assigned workflows/tasks/referrals for record-keeping purposes, track and trace progress and prepare progress reports). Ensure that Financial, Legal, and administrative requirements and regulations are complied with. Ensure Data Capturing, Data protection, and classification of records are adhered to. Assist in the updating of Standard Operating Procedures and directives to ensure compliance and that control measures are sufficiently implemented which should operate within the existing Electronic Document Management and tracking system. Ensure that all hard copy contracts for signature by DG are accompanied by all supporting documentation and Legal Vetting memorandum. Maintain a register of all SMS and MMS staff members who are board members for other government institutions and/or form part of special task teams. Provide comprehensive finance, supply chain management/procurement, and assets management support. Provide mentorship to interns.

Ms J Venter Tel No: (012) 399 9765

APPLICATIONS : ODG02-2025@dffe.gov.za

POST 05/40 : ASSISTANT DIRECTOR: RISK MANAGEMENT AND BUSINESS

CONTINUITY MANAGEMENT REF NO: ODG03/2025

SALARY: R444 036 per annum

CENTRE : Pretoria

ENQUIRIES

REQUIREMENTS: Degree/National Diploma (NQF6) in Risk Management or relevant qualification

within the related field plus a minimum of three (3) years' experience required in the relevant field. Knowledge of statutes, Government priorities and policies; Public Finance Management Act, Treasury regulations. Knowledge of Risk Related standards and Prescripts. Knowledge of risk management. Leadership and people skills. Project Management, financial management and procurement skills. Research and policy formulation skills. Analytical skills, communication skills, presentation skills Ability to interpret, advice and apply legislation. Ability to work with difficult personalities and to resolve conflict. Ability to work Independently. Initiative and creativity. Self-orientation, self-supervision and integrity. Membership with the Institute of Risk Management

South Africa will be added advantage.

DUTIES : Management of efficient and effective risk management processes; Develop

the schedule for risk assessment with the branches, review previous years risk register, identify new/emerging risks from different sources, prepare presentations for the branches on risk management process and facilitate the process of risk identification. Facilitate the process of risk identification and assessment. Apply risk identification tools, methodologies and techniques to be used in the risk identification process. Provide support to risk identification, assessment and development of mitigation plans developed to manage risk

exposure to acceptable level. Create and maintain the risks and mitigation plans on risk systems; Maintenance of risk systems, Support line function, create scorecards and capture strategic, operational and project risk mitigation plans. Maintenance of risk management evidence and documentation on EDMS. Perform the quarterly analysis of the progress on the implementation of risk mitigation plans; verify evidence for the risk mitigation plans, communicate risk analysis reports, prepare presentations of the analysis of the risk mitigation plans for all branches. Monitor and analyse the risk management action plans. Promote Awareness on Risk Management (RM) to ensure good corporate governance practices. Facilitate presentation at inductions, compile articles to be published in the Departmental Lekgotla, facilitate information sessions, Embed risk management practices in the Department. Implement initiatives to improve risk Maturity within the organisation Assist with facilitation of Business Continuity Management processes within the organisation. Revies of risk management and Business continuity management governance documents. Assists coordinate the departmental Risk Management & Ethics Committee.

: Ms T Ngcobo Tel No: (012) 399 9992

APPLICATIONS : ODG03-2025@dffe.gov.za

POST 05/41 : ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF

NO: CFO02/2025

SALARY : R444 036 per annum

CENTRE : Pretoria

ENQUIRIES

REQUIREMENTS : Degree/National Diploma (NQF6) in Financial Management or relevant

qualification in the related field coupled with a minimum of three (3) years' experience in Financial Management or related field. Knowledge of financial management, accounting and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Negotiations and conflict management skills. Ability to control and manage the acquisition of services and assets of the department. Financial management; Accounting; Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills & Competencies; Advanced skills in financial; Advanced skills in respect of formal management and project management; Good interpersonal relations; Management; Stakeholder engagement; Organizational; Communication; Administrative; Knowledge Management. Problem Solving and Analysis; Client Orientation and Customer Focus. Personal Attributes: Ability to work long hours voluntarily; Ability to gather and analyze information. Ability to develop and apply policies; Ability to work individually and in a team; Good interpersonal relations skills; Creativity; Ability to work under pressure; Ability to work with difficult people and to resolve

conflict.

DUTIES : Verification and preparation of all management reports. Facilitate compliance

with T&S, Creditors, Salaries, 3G & Cellphones, Debtors and petty cash. Implement all existing finance policies such as Overtime policy, Petty cash policy, Travel and Subsistence policy, entertainment policy, & cellphone. Ensure that Irregular and fruitless expenditure is prevented by ensuring that all payments are processed according to the approved policies. Ensure that payments are finalized and captured on BAS System. Confirm the availability of funds for each payment before submitting it to the payments section. Consolidate monthly payment reconciliations report. Monitor the reduction of unclear suspense accounts, accruals and other outstanding claims to be implemented. Identify risks and suggest corrective measures for all

management reports.

ENQUIRIES : Mr K Maboki Tel No: (012) 399 8854

APPLICATIONS : CFO02-2025@dffe.gov.za

POST 05/42 : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (PAYMENTS) REF

NO: CFO03/2025

SALARY : R444 036 per annum

CENTRE : Pretoria

REQUIREMENTS: Degree/ National Diploma (NQF6) in Financial Management or relevant

qualification in the related field coupled with a minimum of three (3) years'

experience in Financial Management. Knowledge of financial management, accounting and business practices. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and conflicts. Assist in career planning and effective deployment of personnel. Ensure compliance with Treasury Regulations, PFMA and Departmental policies. Ability to control and manage the acquisition of services and assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates; Financial management; Accounting; Accounting. BAS; LOGIS; PERSAL; SAFETYNET and Public Service financial legislative frameworks Government budgeting processes; Costs accounting; Risk management; Public Service financial legislative frameworks. Skills & Competencies: Skills in policy formulation; Adequate skills in computer use; Advanced skills in financial; management and project management; Good interpersonal relations; Relationship Management; Stakeholder engagement; Research; Programme and Project Management; Financial Management and Change Management. Personal attributes: Honesty; Ability to work long hours voluntarily; Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in a team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult people and to resolve conflicts. Character beyond reproach. Articulate. Sense of responsibility and loyalty, Initiative and creativity.

DUTIES

Management of travel and subsistence. Ensure that payments are processed on BAS and LOGIS. Management of 30-day reports. Ensure processing of creditor payments. Ensure compliance with financial prescripts and procedures. Verify Standard Chart of Accounts codes and authorizes payments on BAS and Logis. Ensure monthly reconciliation between accounts. Request reports on BAS to verify against reconciliation submitted. Monitor account reconciliations. Reconciliation of suspense and general ledger accounts and the approval of related journals. Manage inflow and outflow of funds and authorize duly signed and supported telegraphic transfers. Review and authorize monthly bank reconciliation. Ensure capturing and verification of suppliers on the safety net, BAS and Logis.

Mr N Leshabane Tel No: (012) 399 9115

ENQUIRIES : Mr N Leshabane Tel No: (0
APPLICATIONS : CFO03-2025@dffe.gov.za

POST 05/43 : ASSISTANT DIRECTOR: PROJECT ADMINISTRATION REF NO:

OC01//2025

SALARY: R444 036 per annum

CENTRE : Cape Town

REQUIREMENTS: Degree/National Diploma (NQF6) in Public Administration or relevant

qualification including economics and social sciences and maritime studies coupled with a minimum of three (3) years' experience required in project administration or related field. Knowledge of office administration and project administration support, including convening processes and meetings and in providing secretariat support. Knowledge of basic procurement processes. Knowledge of basic public financial management prescripts (especially PFMA). Basic understanding of the prescripts applicable to public service (PAJA, PAIA). Knowledge and use of electronic filing systems. Writing Skills including collation of reports and drafting project documentation. Basic understanding of project management. Advanced competency in the use of MS Word, and proficiency in the use of Excel, PowerPoint. Excellent communication skills. Ability to use initiative and work without supervision. Team — worker Conscientious and reliable. Good interactive and interpersonal skills with a

focus on stakeholder engagement and support.

<u>DUTIES</u>: Provide administrative and secretariat support to the Ocean Economy

Secretariat for government programmes and projects including compiling documentation and reporting, arranging meetings and related logistics. Office administration including assisting in the compilation and monitoring of budgets, travel and meeting arrangements and procurement related functions. Provide project administration support to the Ocean Economy Secretariat & Projects. Provide administrative support in the conceptualisation, planning, implementation, monitoring as well as reporting of projects. Knowledge management and maintaining up to date Ocean economy and project

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information Facilitate engagement with key stakeholders for the provision of information on progress with implementation on Ocean Economy programmes and projects and compiling relevant reports and presentations. Provide support and coordinate the required logistical arrangements for Ocean Economy

events or projects.

ENQUIRIES : Mr C Mangcu Tel No: (012) 493 7030

APPLICATIONS : OC01-2025@dffe.gov.za

POST 05/44 : ASSISTANT DIRECTOR: OFFICE SUPPORT REF NO: CMS11/2025

SALARY : R444 036 per annum

CENTRE : Cape Town

REQUIREMENTS: Degree/ National Diploma (NQF6) in Public Management or relevant

qualification coupled with three (3) years' experience in related field. Understanding of building management legislation and regulatory framework. Knowledge and understanding of the National Archives Act, DPWI Giama, Public Finance Management Act and Treasury Regulations. Knowledge of Administration Procedures, Personnel Management and Contract Management. Good leadership and Management skills. Ability to communicate with ministries, senior management and officials and the public in a professional manner. Be able to gather and analyse information and apply it correctly. Be able to work individually and in a team, work with difficult people and also be able to work under pressure. Must be able to resolve the conflict.

DUTIES : Manage building functions and leases of all buildings under Coastal Region.

Conduct building compliance inspections, compile reports and ensure execution of recommendations. Consolidate monthly accommodation status updates and reports. Coordinate and manage the conduction of space audit and analysis in all buildings on a quarterly basis. Provide immediate solutions to problems and be able to interpret and apply policies, directives, and prescripts. Co-ordinate monthly meetings with all landlords and ensure proper follow ups on all the pending maintenance issues. Maintain and update records management in line with National Archives. Conduct compliance inspections and file plan training and awareness. Provide auxiliary services support, report on all Auxiliary Services performance and make recommendations of findings. Coordinate telecommunications services. Ensure that telecommunication services are fully functional and Provide support in the development, review,

and implementation policy and procedure manual.

Ms N Sogayise-Dumezweni Tel No: (021) 493 7109

APPLICATIONS : CMS11-2025@dffe.gov.za

POST 05/45 : ASSISTANT DIRECTOR: LOGISTICS & ASSETS MANAGEMENT REF NO:

CFO07/2025

SALARY : R444 036 per annum

CENTRE : Cape Town

ENQUIRIES

REQUIREMENTS: Degree/ National Diploma (NQF6) in Supply Chain Management or relevant

qualification coupled with three (3) years' experience in SCM or related field. Knowledge of Asset management, procurement, and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting, be able to develop, interpret and apply policies, strategies, and legislation. Must have knowledge of HR management practices, perform in-house training for subordinates and be able to control and manage the assets of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Be able to audit and financial field. Knowledge of relevant legislation PFMA, Departmental procedures, and prescripts. Must have adequate skills in computer use, and good interpersonal relations, stakeholder engagement, change management, knowledge management and people management. Ability to work individually and in a team and with difficult persons and to

resolve conflict. Be able to apply policies.

DUTIES : Maintain asset register and conduct annual asset verifications. Report on

damaged/unserviceable assets. Perform asset reconciliation after the verifications. Disposal of redundant/obsolete furniture and theft, losses of asset. Perform secretariat duties to the departmental disposal committee. Monthly reconciliation and reporting. Identify wrong allocations and liaise with finance to prepare the necessary journals. Report to system controller on challenges relating to the system and ensure calls are logged. Facilitate

procurement of goods and services. Monitor the expediting of order commitments. Conduct Chief User Workshops on SCM. Conduct monthly Orientations for newly appointed officials. Authorize Orders on Logis system and Manual Orders. Check and verify Supply Chain documentation for correctness. Verify and confirm correct budget allocations. Finalize closed orders on Logis Online. Authorize the manual orders and ensure they are captured on Logis System within 3 working days after challenges have been resolved. Ensure proper record keeping. Ensure payments of goods and services within 30 days. Report on BEE expenditure per branch. Administer the lease register for leases. Complete and verify all monthly, quarterly, IFS and AFS reports within Logistics and Assets. Ensure audit readiness.

ENQUIRIES: Mr A Tshangana Tel No: (021) 493 7240

APPLICATIONS : CFO07-2025@dffe.gov.za

POST 05/46 : PROJECT COORDINATOR REF NO: EP02/2025

SALARY : R376 413 per annum

CENTRE : Mpumalanga

REQUIREMENTS : Degree/National Diploma (NQF6) in Natural Science/Environmental

Management or relevant qualification. A minimum of two (2) years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organization and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's license and willingness to travel and work

long hours with limited supervision.

<u>DUTIES</u> : Provide project planning support services to the project by developing a

strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which governs alien vegetation control. Render project close out services by conducting final site inspections and facilitating the

handing over of cleared land to the land user.

ENQUIRIES: Mr B Mashabane at 066 489 3881

APPLICATIONS : EP02-2025@dffe.gov.za

POST 05/47 : ENVIRONMENTAL FINANCIAL ANALYST REF NO: RCSM02/2025

Three (03) Years Contract

SALARY : R376 413 per annum, plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS: Degree/National Diploma (NQF 6) in Accounting/Forensic Accounting or

relevant qualification. A minimum of two (2) years' experience required in the relevant field. Knowledge and experience in methods and techniques of basic research and financial analysis. An added benefit would be experience in the application of iBase, Analyst Notebook and MS Office. Ability to apply Laws to recording keeping and dissemination of restricted information. Ability to collect and interpret information and reports. Sound organizational and planning skills. Ability to work independently and in a team. High level of planning and coordination skills. Good communication skills and ability to work with arrange of people. Reliability, efficiency and the ability to work under pressure. Valid

code 08 driver's license and own vehicle.

DUTIES : Conduct analysis with associated affidavit statement on financial

information/data received. Draft financial intelligence centre applications with associated feedback. Consolidate data, analyse trends and identify financial flows and associated indicators. Ensure the capturing of financial data. Conduct historical migration of existing financial data to National Environmental Crime Database (NECD). Facilitate liaison with relevant stakeholders. Participate in relevant meetings at National, Provincial or Agency levels as and

when required. Facilitate administration and reporting services.

ENQUIRIES : Ms C Van Tichlen at 076 780 7715

APPLICATIONS : RCSM02-2025@dffe.gov.za

POST 05/48 : SENIOR FORESTER REF NO: FOM05/2025 (X2 POSTS)

SALARY : R376 413 per annum CENTRE : Western Cape

REQUIREMENTS : Degree/Diploma (NQF level 6) in Forestry or relevant equivalent qualification

coupled with a minimum of two (2) years relevant experience. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) and other environmental legislations and its practical application. knowledge of Operations Management. Problem Solving and Analysis. Project planning and Management. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Good interpersonal relations skills. Ability to negotiate in difficult situations and resolve conflict. Good planning and organizing skills. Computer skills. Sense of responsibility and loyalty. Initiative and creativity. Ability to work long hours and willingness

to travel.

<u>DUTIES</u> : Implementing operational plans for the plantations. Assist in updating annual

plans for operations. Quality ensures the work rendered by services providers. Monitor compliance with applicable business processes for management of state forest plantations. Assist with the preparation of the Loss Report and provide evidence. Render technical support to forestry operations; Implement the Audit Action Plan and keep record of evidence. Provide the progress report on the implementation of the Audit Action Plan. Render forestry protection activities; Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Act (NFA) and National Veld Forest Fire Act (NVFFA). Implement plans to prevent and combat veld and forest fires. Administer forestry support service. Participate in stakeholder engagements. Conduct awareness campaigns. Provide technical

advice to stakeholders.

ENQUIRIES : Ms Thembile Dlungwana Tel No: (012) 309 5706

APPLICATIONS : FOM05-2025@dffe.gov.za

POST 05/49 : PROVISIONING ADMINISTRATION OFFICER: ASSETS & INVENTORY REF

NO: CFO06/2025

SALARY : R308 154 per annum

CENTRE : Cape Town

REQUIREMENTS: National Diploma (NQF level 6) in Supply Chain Management or an appropriate

qualification in a related field. A minimum of One (1) year experience in Supply Chain Management or related field. Knowledge of Logis system, logistics, acquisition, and business practices. Ability to maintain assets and inventory management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer Database of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Logistics management, Acquisition and Contract management, Public Service legislative frameworks. Adequate Project management. Good interpersonal relations, Relationship Management, Stakeholder engagement. Service Delivery Innovation (SDI). People Management and Empowerment. Ability to work long hours voluntarily. Ability to work individually and in a team. Creativity, Honesty, Ability to work under pressure. Ability to work with difficult persons and to resolve conflicts.

Sense of responsibility and loyalty, Initiative and creativity.

DUTIES : Ensure that assets are properly accounted for in the Asset Register and

complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Check and verify all transactions on Logis. Reconcile BAS with the Asset Register monthly. Monitor all entries made on the Asset Register as per minimum requirements. Conduct quarterly spotchecks and annual verification of assets and inventory items, reconcile the outcomes to the asset register. Ensure recording of redundant assets for disposal. Ensure Inventory stores are properly coordinated. Ensure user account management on the Logis system. Co-ordinate user training on the Logis system. Logging system related calls with Logik. Co-ordinate formal training for Logis users. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Ensure proper annual reporting

and reconciliations. Quality assurance of asset management processes. Supervision of staff.
Mr A Tshangana Tel No: (021) 493 7240
CFO06-2025@dffe.gov.za

ENQUIRIES APPLICATIONS