



FREE STATE PROVINCE

# FREE STATE PROVINCIAL GOVERNMENT

*Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

## **DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**

**Directions to applicants** Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

**NOTE:** All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement.

**CLOSING DATE: 25 OCTOBER 2019 at 16:00**

**POST: DEPUTY DIRECTOR GENERAL: ENVIRONMENT AND CONSERVATION**

**REFERENCE NO: DESTEA 01/10/19**

**SALARY:** An all-inclusive salary package of **R 1 521 591 p.a (Level 15)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate Bachelor's Degree/ Diploma in Natural Sciences/ Environmental Management or equivalent qualifications. Extensive experience in similar environment. Good knowledge of appropriate legislation governing Environmental Management/ Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license.

**RECOMMENDATIONS:** A Master's degree will be an added advantage. Knowledge of Project Management will be further added advantage for the candidate to be selected.

**DUTIES:** Promote equitable and sustainable use of natural resources to contribute to economic development. Ensure a healthy environment through integrated environmental management. Ensure compliance to all environmental legislation. Implement and enhance programmes to interact with stakeholders and empower communities to partner with government in implementing environmental and social economic programmes. Management of resources of the Branch, i.e human, asset and financial resources

**ENQUIRIES: Dr MG Nokwequ, Tel. No: 051-400 4913/14/23**

**POST: CHIEF DIRECTOR: BIODIVERSITY MANAGEMENT AND CONSERVATION**

**REFERENCE NO: DESTEA 02/10/19**

**SALARY:** An all-inclusive salary package of **R1 251 183 p.a (Level 14)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate Bachelor's Degree/ Diploma in Environmental Management/ Natural Sciences/ Conservation or equivalent qualifications. Extensive experience in development of strategies for protected areas expansion. A good knowledge of appropriate legislation governing Biodiversity and Protected Areas at National, Provincial and Local level. Computer literacy. A valid driver's license.

**DUTIES:** Promote equitable and sustainable resources to contribute to economic development. Implement mechanism for protection and management of ecologically viable areas. Ensure protection of species and ecosystems. Ensure sustainable use of indigenous biological and bioprospecting. Effectively mitigate the sustainable management of biodiversity and natural resources. Manage biodiversity through permitting systems. Manage problem animals in the province. Management of resource of the Chief directorate, i.e, human, asset and financial resources.

**ENQUIRIES: Ms N Nkoe, Tel. No: 051 400 9418**

**POST: DIRECTOR: ENVIRONMENTAL MANAGEMENT**

**REFERENCE No: DESTEA 03/10/19**

**SALARY:** An all-inclusive salary package of **R1 057 326 p.a (Level 13)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate Bachelor's Diploma/Degree in Natural, Physical Sciences or equivalent qualifications. A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level. Knowledge of Project Management will be an added advantage for the candidate to be selected. The candidate must also have a valid driver's license. Relevant experience in Air Quality Management or related is a requirement for the duties related to this post

**DUTIES:** Ensure effective environmental impact management. Ensure compliance with environmental legislation. Improve air quality through implementation of air quality legislation and policies. Prevent pollution and ensure waste management policies and legislation are implemented. Management of resource of the Directorate, i.e, human, asset and financial resources.

**ENQUIRIES: Ms N Nkoe, Tel No: (051) 400 4918**

**POST: OFFICE MANAGER: OFFICE OF THE HEAD OF DEPARTMENT**

**REFERENCE NO: DESTEA 04/10/19**

**SALARY:** An all-inclusive salary package of **R1 057 326 p.a (Level 13)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Public Administration or equivalent qualifications. Relevant extensive experience in similar environment. Experience in strategy and advice, policy development and governance. Computer literacy. A valid driver's license.

**PROFICIENCY:** Excellent writing and presentation skills. Effective interpersonal relationship skills, specially outreach skills. Project management skills. Ability to relate to diverse populations. Ability to resist external pressures. Analytical and reporting skills. People management. Leading, Planning and Organizing. Integrity and reliability. General accepted business principles. Research and development.

**DUTIES:** Make all necessary arrangements for Strategic Planning, Management and Annual meetings and prepare or have prepared all necessary documentation related thereto and circulated to the meeting in good time. Monitor and coordinate the implementation of annual program and work plan. Liaise with Office of the Executive Authority. Office coordination and management. Supervise the work of officials in the office of the HOD. Coordinate the process to monitor, review and update the business plan and strategic plan annually and produce progress reports quarterly for the department. Lead a structural review process based on audit recommendations to ensure that the department has appropriate structures, systems and policies and procedures in place to operate. Effective working relationship with business leaders, government officials and community provincial and national organizations is imperative. Serve as liaison to various boards and commissions. Management of resources of the Directorate, i.e human, asset and financial resources.

**ENQUIRIES:** Ms MP Tiale, Tel. No: 051 400 9430

**POST:** BIODIVERSITY OFFICER CONTROL GRADE B: PROTECTED AREAS (EAST)

**REFERENCE No:** DESTEA 05/10/19

**SALARY:** An all-inclusive salary package of **R846 618 – R1 192 365p.a (OSD)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A Bachelor's Degree in Nature Conservation or Wildlife Management or Environmental Science / Management. Relevant experience in Nature Conservation. Knowledge of relevant government regulations and biodiversity management. Computer literacy. A valid driver's license.

**DUTIES:** Manage the development of policies, guidelines, norms and standards, which would include: develop draft policies, legislation, regulations and guidelines; consult on the formulation of policies, legislation, guidelines, norms and standards, and strategies and disseminate legislative, technical and policy changes to relevant stakeholders. Manage the infrastructure and ecology on provincial nature reserves, which would include: coordinate the development, maintenance and implementation of management plans for the reserves and coordinate the establishment and implementation of a management plan for the water surface of dams (where applicable). Manage support for the implementation of capacity building and environmental empowerment strategies within the Reserves. Expand the network of formal and informal protected areas; i.e., promote partnerships between government, NGO's and private individuals and communities to ensure long-term commitment to land under conservation; promote the sustainable use of natural resources on protected areas through partnerships with interested and affected party and expand inter-departmental and inter-provincial cooperation on conservation projects. Management of resources of the Sub-directorate, i.e. human, asset and financial resources.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES:** Ms. NM Nkoe, Tel. No: (051) 400- 4918/4800

**POST:** BIODIVERSITY OFFICER CONTROL GRADE B: SPECIALIST & CRIMINAL INVESTIGATIONS

**REFERENCE No:** DESTEA 06/10/19

**SALARY:** An all-inclusive salary package of **R846 618. – R1 192 365. p.a (OSD)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A Degree in Environmental Science or Management or Natural Science or Law or Biodiversity Management or equivalent. Relevant experience in enforcement and compliance

environment. Knowledge of relevant government regulations. Computer literacy and a valid driver's license.

**DUTIES:** Manage the development and implementation of compliance, enforcement and monitoring of all relevant environmental legislation, policies, standard procedures, guidelines and strategies. Facilitate the development and execution of policies, legislation, regulations and guidelines, nationally, provincially and locally. Plan, coordinate and render compliance monitoring plans for planned and ad-hoc inspections. Manage compliance and enforcement operations and undertake investigations thereafter to further determine proper law enforcement actions. Facilitate criminal prosecutions, advocate cooperative governance in dealing with enforcement issues with NPA, SAPS, DWA, DEA, Municipalities, etc. Oversee law enforcement operations subject to EMI designation. Manage and conduct environmental compliance promotion and awareness in promoting environmental rights and justice. Assist in facilitating training/workshops for EMIs, SAPS, SANDF, Communities and other relevant stakeholders. Perform administrative and any other related functions. Manage human and financial resources of the Sub-directorate; i.e, human, asset (biological and physical) and financial resources.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES:** Ms NM Nkoe, Tel. No: (051) 400 4918/4800

**POST:** SENIOR LEGAL ADMINISTRATION OFFICER (MR6)

**REFERENCE NO:** DESTEA 07/10/19

**SALARY:** An all-inclusive salary package of **R763 212 – R1 140 828 p.a (OSD)**. The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. An appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Legal/ Labour or equivalent qualifications. Extensive experience in legal field. Good communication and interpersonal skills, good planning, organizing and coordinating skills. Knowledge of relevant legislations and regulations. Computer literacy and a valid driver's license.

**DUTIES:** Brief the State Attorney on civil cases referred to them. Monitor compliance and implementation on legislations affecting the department. Attend all litigation in favor and against the department. Provide advice on the interpretation and drafting of legislation. Draft and edit contracts on behalf of the department. Assist on the interpretation of the awards referred to. Assist line functions in drafting of policies. Management of resources of the Sub-directorate, i.e., human, asset and financial resources.

**ENQUIRIES:** Dr M Nokwequ, Tel. No: 051-400 4923

**POST:** DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT

**REFERENCE NO:** DESTEA 08/10/19

**SALARY:** An all-inclusive salary package of **R657 558 p.a (Level 11)**. The total package includes 75% or 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate three year Bachelor's Degree/Diploma in Supply Chain Management/ Public Management/ Administration or equivalent qualifications. Relevant experience in Supply Chain Management environment. Knowledge of PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service. Computer literacy. A valid driver's license.

**DUTIES:** Ensure compliance with SCM prescripts and broader government objectives, governing procurement of goods and services. Evaluate the total costs of ownership for a particular commodity. Assist and participate in the development of specifications and special conditions of contract for the

acquisition of goods and services. Manage contracts for the department. Manage and facilitate the bidding process for the acquisitions that exceed certain threshold. Source quotations for the components in the department. Manage rotation of the supplier. Ensure effective and efficient systems related to the acquisition processes in the Department. Monitor the acquisition process and distribute procurement reports. Produce and present analysis reports on a weekly, monthly and quarterly basis. Provide technical support to the director's office with regards to the Bid Committee submission and reports. Provide ongoing support to both internal and external clients. Facilitate effective, efficient and transparent procurement of goods and services according to legislative prescripts. Deal with queries relating to processing of requisitions and orders within the SCM process. Manage the resources of the Sub-directorate, i.e. human, asset and financial resources.

**ENQUIRIES: Mr. M Machela, Tel. No: (051)-400 4740**

**POST: ENVIRONMENTAL OFFICER CONTROL GRADE A: AIR QUALITY**

**REFERENCE No: DESTEA 09/10/19**

**SALARY: R495 219 – R566 220 p.a (OSD)** - Appropriate salary will be determined by experience according to the regulatory framework based on OSD.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** A Bachelor's Degree in Natural or Physical Sciences or Environmental Science/Management or Chemistry or Environmental Engineering. A good knowledge of appropriate legislation governing Air Quality Activities at National, Provincial and Local level. Air quality management experience is required. Computer literacy and a valid driver's license.

**DUTIES:** Ensure the development, implementation and review of the Air Quality Management Plan(s). Ensure that local authorities and industries are supported in the development and implementation of Air Quality Management matters. Lead the unit in collating information for various inventories of all air quality management related programmes. Support municipalities in ensuring that processing of atmospheric emission licenses applications are authorized within the legislated timeframes. Provide inputs into the review of environmental impact assessment (EIA) process; review of atmospheric impact reports; disseminate information and provide technical and procedural advice to all relevant stakeholders. Coordinate the implementation of strategies and programs to promote air quality management within the Province. Ensure participation in various forums and committees relating to air quality management matters. Manage the resources of the Division, i.e. human, asset and financial resources.

**ENQUIRIES: Ms NM Nkoe, Tel No: (051) 400 4918/4800**

**POST: BIODIVERSITY OFFICER CONTROL GRADE A-B: GAME MANAGEMENT**

**REFERENCE No: DESTEA 10/10/19**

**SALARY: R495 219 – R566 220 p.a (OSD)** - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** A Degree in Environmental Science/ Management or Wildlife Management or Game Management or Nature Conservation or equivalent qualifications. Relevant experience in similar environment. Knowledge of relevant government regulations and biodiversity management. Computer literacy and a valid driver's license.

**DUTIES:** Oversee the game capture processes in all the DESTEA nature reserves i.e. ensuring that kraals are being erected, equipment and material to be utilised during game capture is ready and in good condition, listing of biological assets to be captured for various game management programmes, Black Game Ranchers support programme, etc. Ensure that the game is allocated, captured, transported accordingly for various game programmes. Ensure that material, equipment and infrastructure for game capture in the nature reserves are accounted for. Compile reports for game counting and capture that was conducted, identify gaps and provide recommendations thereof. Assist in managing biological resources of various nature reserves. Manage the resources of the Division i.e. human, asset (biological and physical) and financial resources.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES: Ms NM Nkoe, Tel. No: (051) 400 4819/4800**

**POST: ENVIRONMENTAL OFFICER CONTROL GRADE A: COMPLIANCE AND ENFORCEMENT**

**REFERENCE NO: DESTEA 11/10/19**

**SALARY: R495 219. – R566 220. p.a (OSD)** - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** A Bachelor's Degree in Environmental Science/ Management or Geography or equivalent qualification. Knowledge of relevant government regulations. Experience in Environmental Impact Assessment (EIA) review, processing and handling of Sec 24G application(s). Computer literacy. A valid driver's license.

**DUTIES:** Plan, coordinate and render compliance monitoring which would include: planning for inspection and audits, ensure the implementation of monitoring activities and verifications of reports and determine further actions to be taken. Plan and facilitate compliance and enforcement activities which may include: undertaking investigations of complaints and/or transgressions, compilation of administrative notices and directives etc. Determine further actions to be taken regarding administrative/ criminal prosecution; determine what type of enforcement measures to be applied - administrative/ civil/ criminal; advocate cooperative governance in dealing with enforcement issues (NPA, SAPS, DWS, Municipalities, etc.) and conduct law enforcement operations subject to Environmental Management Inspector designation. Plan and facilitate Compliance provincial Promotion/ Awareness/ Workshops which amongst others would include: promotion of environmental rights and justice etc. Render support to the Environmental Education and Awareness component in conducting compliance awareness workshops, EIA component at the Environmental Management Committee for decision making, etc. Manage the resources of the Division, i.e. human, asset and financial resources.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES: Ms NM Nkoe, Tel No: (051) 400 4918/4800**

**POST: BIODIVERSITY OFFICER CONTROL GRADE A-B: MARIA MOROKA NATURE RESERVE**

**REFERENCE NO: DESTEA 12/10/19**

**SALARY: R495 219 – 566 220 p.a (OSD).** Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

**CENTRE: THABA NCHU**

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Nature Conservation or Wildlife or Environmental Management or equivalent. Relevant experience in Nature Conservation. Computer literacy. A valid driver's license and Firearms training.

**DUTIES:** Manage the infrastructure to ensure the functional utilization, maintenance and development of the Protected Area. Conserve biodiversity of the Reserve to ensure the continued livelihood thereof. Manage risks and security aspects on the Reserve. Ensure environmental compliance and enforcement within the nature reserve. Assist Game Manager in terms of game listing and counting for various game management programmes. Manage internal and external relationship with all interested and affected stakeholders to the Reserve. Perform and manage administrative and other related functions. Manage the resources of the Nature Reserve, i.e. human, asset (biological and physical) and financial resources.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES: Ms E Schulze, Tel. No: 051 400 4918/4800**

**POST: RESORT MANAGER (x2 POSTS)**

**REFERENCE NO: DESTEA 13/10/19 (STERKFONTEINDAM RESORT)**

**DESTEA 14/10/19 (TUSSEN DIE REVIERE RESORT)**

**SALARY:** R376 596 p.a (Level 9)

**CENTRE:** STERKFORTEINDAM RESORT- HARRISMITH  
TUSSEN DIE REVIERE RESORT - BETHULIE

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Tourism /Hospitality Management or equivalent qualification. Relevant experience in Tourism/Hospitality. Computer literacy. A valid driver's license.

**DUTIES:** Ensure effective management and marketing of all departmental resorts in order to attract provincial, national and international tourists. Ensure that the resort is graded in order to improve and maintain its standards. Develop and implement a database of visitor statistics and keep track of the tourism trends in the industry so as to determine the needs of the industry. Assist in the determination of tariffs of the resorts. Manage the resources of the Resort, i.e. human, asset and financial resources.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES:** Mr. T Sibeko, Tel. No: 051-400 9497

**POST:** ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

**REFERENCE No:** DESTEA 15/10/19

**SALARY:** R376 596. p.a (Level 9)

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A Bachelor's Degree in Project Management or Environmental Sciences/Management or equivalent qualifications. Extensive experience within EPWP or similar environment. Computer literacy and valid driver's license.

**DUTIES:** Facilitate planning and coordination of the Provincial Environment & Culture Sector Committee. Consolidate inputs received from provincial environmental and cultural sector departments and compile progress reports, analyse content and makes recommendations. Assist with the development of a Sector Plan and its implementation. Review the Provincial Environment & Culture Sector EPWP targets, inform sector departments of the targets set and provide inputs in establishing improved methods to achieve the set targets. Conduct site visit(s) to verify validity of the project(s), compliance and compile relevant report(s). Ensure provision of sector training and capacity building to sector members and other relevant stakeholders. Attend all relevant Environment & Culture Sector EPWP forums and meetings locally, provincially and nationally. Coordinate the recruitment of EPWP participants. Manage the resources of the Division, i.e. human, asset and financial resources.

**NB:** The successful candidate will be expected to work long hours and travel extensively.

**ENQUIRIES:** Ms NM Nkoe, Tel No: (051) 400 4918/4800

**POST:** ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE

**REFERENCE NO:** DESTEA 16/10/19

**SALARY:** R376 596 p.a (Level 9)

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Human Resource Management/ Public Management or equivalent qualifications. Relevant experience in Human Resource Management. Knowledge of the relevant prescripts and legal framework in the Public Service. Computer literacy.

**DUTIES:** Implement Human Resource Management policies and procedures. Develop Human Resource Plan of the Department. Provide inputs into the development of HR policies and procedures.

Conduct workshops on HR policies and Procedures and advice thereof. Coordinate the compilation of input to the Annual report. Supervision of officials and other resources within the division.

**ENQUIRIES: Ms MP Tiale, Tel. No: 051 400 9430**

**POST: ASSISTANT DIRECTOR: SECRETARIAT**

**REFERENCE NO: DESTEA 17/10/19**

**SALARY: R376 596 p.a (Level 9)**

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** Bachelor Degree in Public Administration/National Diploma in Office Administration and relevant experience in Secretariat Services. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good office management skills. A valid driver's license.

**DUTIES:** Develop together with committee member's annual schedule for the meetings and distribute the schedules to the committee members. Participate in making logistical arrangements(which include; organising venue, distributing relevant documentation, agenda to the committee members and setting-up or recording equipment and ensure that reminders are sent to the committee timeously regarding the sittings of the meeting. Take/ensure that minutes are taken and distributed. Monitor implementation of the resolution taken by committee, do follow-up and report non-implementation. Provide quarterly reports to the committee members to enable them to evaluate the effectiveness of the implementation of its resolutions. Provide quarterly reports to the HOD regarding performance.

**ENQUIRIES: Ms B Mabandla, Tel. No: 051 400 4923**

**POST: PERSONAL ASSISTANT: OFFICE OF THE HOD**

**REFERENCE NO: DESTEA 18/10/19**

**SALARY: R316 791. p.a (Level 8)**

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** An appropriate Degree/Diploma in Office Management & Technology or equivalent qualifications. Relevant experience in similar environment. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good office management skills and financial management skills. A valid driver's license

**DUTIES:** Set up and maintain systems in the office of the Head of Department that will contribute towards improving efficiency, e.g. filing, office protocol, etc. Ensure safekeeping of all documentation in the office of the HoD. Render secretarial services to meetings of the HoD. Accompany the HoD on some major visits to assist with administrative and logistical arrangements.

**NB:** The successful candidate will be expected to work long hours.

**ENQUIRIES: Ms B Mabandla, Tel. No: 051 400 4923**

**POST: ARTISAN PRODUCTION GRADE C: CONSTRUCTION AND MAINTENANCE**

**REFERENCE No: DESTEA 19/10/19**

**SALARY: R297 372 – 478 869 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.**

**CENTRE: BLOEMFONTEIN**

**REQUIREMENTS:** National Certificate Vocational (NCV) qualification or equivalent qualifications. Appropriate Trade Test Certificate. Relevant experience. Conversant with the requirements of the Occupational Health and Safety Act (as amended). Computer literacy and a valid driver's license.



**DUTIES:** Render technical design to produce designs according to client specification and within limits of production capacity and produce objects with material and equipment according to job specification, recognized standards and quality assurance of produced objects. Provide maintenance by inspecting equipment and/ facilities for technical faults and repair equipment and facilities according to standards. Maintain expertise on continuous individual development to keep up with new technologies and procedures. Supervision of officials.

**ENQUIRIES:** Mr J Gaenne, Tel No: (051) 400 9502

**POST:** BIODIVERSITY OFFICER PRODUCTION GRADE A-C: SPECIALISED & CRIMINAL INVESTIGATIONS (x2 POSTS)

**REFERENCE No:** DESTEA 20/10/19 (FEZILE DABI DISTRICT)  
DESTEA 21/10/19 (LEJWELEPUTSWA DISTRICT)

**SALARY:** R272 739. – R41489. p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** FEZILE DABI AND LEJWELEPUTSWA DISTRICT

**REQUIREMENTS:** A Degree in Environmental Science or Management or Natural Science or Law or Biodiversity Management or equivalent. Computer literacy and a valid driver's license.

**DUTIES:** Partake in the development and implementation of compliance, enforcement and monitoring of all relevant environmental legislation, policies, standard procedures, guidelines and strategies. Participate in facilitation of the development and execution of policies, legislation, regulations and guidelines, nationally, provincially and locally. Plan, coordinate and render compliance monitoring plans for planned and ad-hoc inspections. Conduct compliance and enforcement operations and undertake investigations thereafter to further assist in determining proper law enforcement actions. Execute law enforcement operations subject to EMI designation. Initiate and conduct environmental compliance promotion and awareness in promoting environmental rights and justice etc. Initiate partnerships of enforcement activities i.e. Patrols, training, etc. within the District. Handover all transgressions to relevant stakeholders for criminal case proceedings and represent the Department in Court for all District cases. Attend to any animal control emergency within the District. Perform administrative and any other related functions.

**NB:** The successful candidate will be expected to work long hours and travel extensively.

**ENQUIRIES:** Ms NM Nkoe, Tel. No: (051) 400 4918/4800

**POST:** ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: ENVIRONMENTAL COMPLIANCE

**REFERENCE NO:** DESTEA 22/10/19

**SALARY:** R272 739 – R414 189. p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A Bachelor's Degree in Environmental Science/ Management or Geography or equivalent qualification. Knowledge of relevant government regulations. Computer literacy. A valid driver's license.

**DUTIES:** Plan, coordinate and render compliance monitoring which would include: planning for inspection and audits, ensure the implementation of monitoring activities and verifications of reports and determine further actions to be taken. Participate and assist in compliance and enforcement activities which may include: undertaking investigations of complaints and/or transgressions, compilation of administrative notices and directives etc. Assist in determining further actions to be taken regarding administrative/ criminal prosecution; determine what type of enforcement measures to be applied - administrative/ civil/ criminal; advocate cooperative governance in dealing with enforcement issues (NPA, SAPS,DWS, Municipalities, etc.) and participate in law enforcement operations subject to Environmental Management Inspector designation. Plan and participate in Compliance Promotion/

Awareness/ Workshops which amongst others would include: promotion of environmental rights and justice etc. Render support to the Environmental Education and Awareness component in conducting compliance awareness workshops, EIA component at the Environmental Management Committee for decision making. Attend to all assigned emergency cases reported to the Department within legislated time frames.

**NB:** The successful candidate will be expected to work long hours and travel extensively.

**ENQUIRIES:** Ms NM Nkoe, Tel No: (051) 400 4918/4800

**POST:** ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL IMPACT ASSESSMENT (EIA)

**REFERENCE NO:** DESTEA 23/10/19

**SALARY:** R272 739 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Natural/ Physical Science/ Environmental Science/Management or equivalent qualifications. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.

**DUTIES:** Handle EIA application(s). Provide technical and procedural advice to stakeholders and applicants. Attend Environmental Management Committee (EMC) meetings as required for project presentations and technical advice. Develop environmental advice notes to relevant stakeholders as and when required. Conduct site inspections, draft and recommend environmental authorization for submission and decision-making by the relevant delegated authority, etc. Provide technical / procedural advice which would include; gather/ compile/ disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.

**ENQUIRIES:** Ms NM Nkoe, Tel No: (051) 400 4918/4800

**POST:** ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COORDINATION AND INFORMATION MANAGEMENT

**REFERENCE NO:** DESTEA 24/10/19

**SALARY:** R272 739 p.a (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** A Bachelor's Degree in Environmental Science/ Management or Geography or equivalent qualification. Knowledge of relevant government regulations. Good communication and report writing skills are essential. Computer literacy. A valid driver's license.

**RECOMMENDATION:** GIS will serve as an added advantage.

**DUTIES:** Provide support in compilation of Environmental Affairs reports to Local, Provincial and National sittings, working groups and forums. Provide support to Environmental Affairs Branch on monthly performance reporting. Coordinate and support integrated local, provincial and national government environmental promotion and improvement in state of the environment activities. Promote and implement the provincial Green Economy Strategy. Attend to provincial Climate Change risks, Climate Change Mitigation Plans and adaptation thereof.

**ENQUIRIES:** Ms NM Nkoe, Tel No: (051) 400 4918/4800

**POST:** BIODIVERSITY OFFICER PRODUCTION GRADE A

**REFERENCE NO:** DESTEA 25/09/19 (RUSTFONTEINDAM NR)  
DESTEA 26/09/19 (MARIA MOROKA NR)

DESTEA 27/09/19 (SOETDORING NR)  
DESTEA 28/09/19 (CALEDON NR)  
DESTEA 29/09/19 (KALKFONTEINDAM NR)  
DESTEA 30/09/19 (TUSSEN DIE REVIERE NR)  
DESTEA 31/09/19 (GARIEPDAM NR)  
DESTEA 32/09/19 (WILLEM PRETORIUS NR)  
DESTEA 33/09/19 (SANDVELD NR)  
DESTEA 34/09/19 (STERKFONTEINDAM NR)  
DESTEA 35/09/19 (SEEKOEIVLEI NR)

**SALARY:** R272 739 p.a (OSD) - Appropriate salary will be determined by the relevant experience according to the regulatory framework based on OSD.

**CENTRE:** RUSTFONTEINDAM NATURE RESERVE (BOTSHABELO)  
MARIA MOROKA NATURE RESERVE (THABA-NCHU)  
SOETDORING NATURE RESERVE (SOUTPAN)  
CALEDON NATURE RESERVE (WEPENER)  
KALKFONTEINDAM NATURE RESERVE (FAURESMTIH)  
TUSSEN DIE REVIERE NATURE RESERVE (BETHULIE)  
GARIEPDAM NATURE RESERVE (XHARIEP)  
WILLEM PRETORIUS NATURE RESERVE (VENTERSBURG)  
SANDVELD NATURE RESERVE (HOOPSTAD)  
STERKFONTEINDAM NATURE RESERVE (HARRISMITH)  
SEEKOEIVLEI NATURE RESERVE (MEMEL)

**REQUIREMENTS:** An appropriate Bachelor's Degree/Diploma in Nature Conservation or Environmental Science//Management or Wildlife Management or Geography or Natural Sciences. Computer literacy. A valid driver's license.

**DUTIES:** Implement infrastructure management plan for the reserve which deals with the following: maintenance of roads, pathways and water availability; maintenance of fence, control and manage soil erosion and conduct veld management services. Implement biodiversity monitoring and management practices identified in the management plan, by ensuring the following: provide data for decision-making, maintain ecological processes, systems and bio-diversity, implement annual game management plan and program, plan, monitor and implement fire management. Manage risk and security aspects on the reserves, which include: implement resource security plan of the reserve, enforce regulations and environmental legislation applicable on the reserve, ensure and monitor regular observation and fence patrols. Perform all administrative and related functions, including; financial administration, asset management, procurement and reporting. Supervision of officials at the Reserve.

**ENQUIRIES:** Ms G Sebetlele, (Rustfontein NR) Tel No: 051 528 2926  
Ms. NM Nkoe (Maria Moroka NR) Tel No: 051 400 4918/4800  
Ms L Kelly, (Soetdoring NR) Tel No: 051 433 9002  
Mr M Leeuw, (Caledon NR) Tel No: 051 583 2000  
Mr J Josling, Kalkfontein NR) Tel No:  
Mr A vd Westhuizen (Tussen die Riviere NR)  
Mr F van den Berg, (Gariëp NR) Tel No: 051 754 0026  
Ms M Matshikiri, (Willem Pretorius NR, Tel No:  
Mr D Erasmus, (Sandveld NR), Tel No:  
Mr JJ Joubert, (Sterkfontein NR), Tel No:  
Mr M Pretorius, (Seekoeivlei NR) Tel No: 058 924 0183

**POST:** ADMINISTRATIVE OFFICER: SECRETARIAT SERVICES

**REFERENCE NO:** DESTEA 36/10/19

**SALARY:** R257 508. p.a (Level 7)

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** An appropriate Degree/Diploma in Office Administration or equivalent qualifications. Good verbal and written communication skills. Computer Literacy (Excel, MS Word and Power Point Presentation). Good interpersonal skills. Good office management skills. A valid driver's license.

**DUTIES:** Provide office support services in order to ensure efficiency and effectiveness within the sub-directorate. Arrange logistics for meeting and take minute for meetings of the HOD and other cluster meetings. Arrange meetings and take minutes for meetings with entities. Maintain the general filing

system and file all correspondence. Follow up submissions of all monthly and quarterly reports from entities. Follow up on progress and implementation of resolutions taken in the meeting of the MEC/ HoD and other statutory committees including EXCO, FOHOD and relevant Cluster. Perform other related duties as required.

**ENQUIRIES: Ms B Mabandla, Tel. No: 051 400 4923**

**POST: GENERAL FOREMAN**

**REFERENCE NO: DESTEA 37/09/19 (TUSSEN DIE RIVIERE NATURE RESERVE)**  
**DESTEA 38/09/19 (SANDVELD NATURE RESERVE)**

**SALARY: R173 703 p.a. (Level 5)**

**CENTRE: TUSSEN DIE RIVIERE NATURE RESERVE (BETHULIE)**  
**SANDVELD NATURE RESERVE (HOOPSTAD)**

**REQUIREMENTS:** ABET Level 4 / Grade 10 or equivalent qualifications. Relevant working experience. Ability to read and write.

**DUTIES:** Ensure maintenance of Nature Reserve Property which includes chalets and surrounding. Procure equipment and material to be used for maintenance. Compile and submit monthly reports with regard to equipment and material utilized for maintenance. Ensure sufficient stock level. Supervise Reserve Assistants.

**Enquiries: Mr. A van der Westhuizen; Tel: 051 763 1000**  
**Mr D Erasmus; Tel: 053 433 1703**

**APPLICATIONS: APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

**FOR ATTENTION:** Ms K Molusi/ F Ramailane

**CLOSING DATE: 25 OCTOBER 2019 at 16:00**