



Assistant Director: Project and Administration Management - Adaptive Capacity Facility | three (3) years contract | 3 posts (CCAQ14/2021)

Salary: R376 596 per annum plus 37% lieu of benefits
Centre: Garden Route (WC)/ Amathole (EC)/ uMzinyathi (KZN) District Municipalities (please indicate centre of preference)

Requirements:

- National Diploma on NQF Level 6 or Bachelor degree in Public Administration or equivalent relevant qualification coupled with a minimum of 3-5 years of experience in a related field.
- Knowledge of Project Management and some Project Budgeting and Administration.
- Knowledge of PFMA, as well as Public Service legislation and Departmental policies and procedures.
- Technical and financial reporting especially relating to donor funding, budgeting and forecasting as well as tracking expenditure for public and donor-funded projects.
- Skills: Organising skills; Basic Facilitation skills; Communication skills; Computer literacy; Technical writing skills; Presentation skills. Project Management skills; Interpersonal skills; Analytical thinking and Networking skills.
- Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Strong organization, coordination and planning ability.
- Excellent verbal and written communication.
- Interpersonal, self-driven and approachable.
- Solutions-driven and proactive.
- Ability to work both independently and in a team; ability to work under pressure.

Duties:

- Manage contracts with service provider and subcontractors by assigning tasks and communicating expected deliverables.
- Provide support in managing resources needed to reach objectives in an effective and efficient manner with the service provider.
- Develop and manage a detailed project schedule and work plan.
- Provide support on the preparation of documentation required for any purpose by the Department or the donor partner government.
- Measure project performance to identify areas for improvement.
- Utilise industry best practices, techniques, and standards throughout project execution.
- Ensure timely completion of the project within the relevant budget.
- Provide budget and forecasting support at various timeframes for use by both the Department and the donor partner government with the Departmental Finance unit.
- Ensure service provider is adhering to procurement rules around finance and reporting.
- Support service provider in financial reporting and forecasting – aligning with criteria.
- Provide donor fund oversight to service provider.
- Verifying financial reports submitted to the ACF by the service provider.

- Provide support on the amendment and finalization of concept notes into tender documents.
- Provide support on the compilation of narrative and expenditure reports.
- Maintain project expenditure and asset database.
- Liaise with ACF to confirm availability of funds for any procurement process.
- Provide support on the consolidation of inputs for the procurement plan.
- Provide support on the resource mobilisation.
- Support the development of a project pipeline for the District and Province.
- Provide support on capacity-building for climate finance

Enquiries: Mr T Phago,
Tel: 012 399 8538

Closing date: 15 November 2021

NB: ALL APPLICATIONS TO BE FORWARDED TO THE PRETORIA ADDRESS

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications (Matric Certificate must also be attached, ID document, driver's license (all attached documentation must not be older than six (06)months) together with the recent curriculum vitae in order to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded 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 **marked for the attention:** Human Resources Management.
- The National Department 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.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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); social media 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).
- 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/training-course/sms-pre-entryprogramme/>
- The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme certificate for entry into the SMS.
- Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency based assessments.
- The person appointed to this position 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 (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.