forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

DFFE VALUES

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

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.

CLOSING DATE: 10 November 2025

NOTE: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. 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. 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 competency-based 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. By submitting the employment application form, you agree and consent in terms of section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

POST: **PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT (REF: CFO14/2025)**

SALARY: R325 101 per annum

CENTRE: Pretoria

REQUIREMENTS: National Diploma (NQF6) in Supply Chain Management or relevant qualification within the related field with a minimum of one (1) years' experience in Supply Chain Management. Knowledge of: Procurement procedures; Administrative procedures; financial management and Personnel management. Ability to interpret and apply policies, strategies, and legislation. Knowledge of Logistics management, Acquisition, and Contract management. Knowledge of Public Service legislative frameworks. Problem identification and solving skills. organisation and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Incumbent must be

innovative; reliable; flexible; creative; solution-driven, and people-oriented; Hard-working and highly motivated. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.

DUTIES: Allocate bid number and closing date for bids to be advertised. Preparation of advertisement documents to be emailed Government Printers for publication in the Government Tender bulletin. Ensure timeous advertisement/publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of Bids/Quotes on National Treasury eTender Publication portal. Ensure that all bids are advertised and available on the Departmental website. Updating the Bid and quotation registers. Facilitating briefing sessions. Verify compiled attendance register for briefing session meetings. Ensuring that an accessible filing system is maintained. Verifying and supervising the administration of the preparation of the evaluation documents. Ensure that the filing system is updated. Verify administration of received bids. Provide secretariat services to BEC. Compile documents in preparation for the BAC and communication of the outcomes. Administering of briefing sessions and publication of list of bids received.

ENQUIRIES: Mr H Muthabo, Tel: 012 399 9055

EMAIL ADDRESS: CFO14-2025@dffe.gov.za

POST: **Provisioning Administrative Clerk: Acquisition Management (CFO16/2025)**

SALARY: R228 321 per annum

CENTRE: Pretoria

REQUIREMENTS: A minimum of Grade 12. No experience required. Post matric qualification will be added advantage. Knowledge of Administrative procedures, SLA procedures, insight into contract administration, Supply Chain Management. Government policies and procedures, Public Service procedures and prescripts, DEA&T policies and procedures. Good communication skills and Computer literacy. Ability to apply policies, Ability to communicate with people at different levels and Ability to work individually and in team

DUTIES: Administer contract and receipt of Service Level Agreements (SLA). Administer deviations submissions and reporting. Verify completeness of documentation (signatures, dates, contract numbers, annexures). Record and file the received SLAs (including addendum) in the contract register or contract management system. Draft award letter(s) and participation letters in the transversal contract. Administer variations and extensions submissions reporting. Capture variation information in the register using BAC decision or DG approval. Draft and issue appointment letters to service providers. Draft appointment letters to service providers for approved deviations. Administer the signing of contract invoices and Log 2 form within the Directorate

ENQUIRIES Ms S Masina Tel: 012 399 9672

EMAIL ADDRESS: CFO16-2025@dffe.gov.za