forestry, fisheries & the environment

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

DFFE VALUES

DEPARTMENT OF ENVIRONMENT FORESTRY AND FISHERIES

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

APPLICATIONS: **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: 22 December 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. 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: **ACCOUNTING CLERK: INTERNAL CONTROL AND COMPLIANCE (REF NO: CFO25/2025)**

SALARY: R 228 321 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 12 Certificate. A post-matric qualifications and relevant experience in Financial Management and Accounting, Internal Control and Compliance will be an added advantage. Knowledge of Supply Chain Management, PFMA and Treasury Regulations. Sufficient knowledge of specific computer software: Knowledge of BAS, LOGIS, Public Service financial legislative frameworks. Adequate skills in computer use, Good interpersonal relations, Creativity, Ability to work under pressure, Ability to gather and analyze information.

DUTIES: Receive and record all sundry and LOGIS payments before submitting them to creditors section for processing. Record all received payments on Excel and register book. Ensure that all payments are in line with other departmental procedures before they can be processed. Attach received stamp on each payment submitted. Check and verify sundry and LOGIS payments when submitting to creditors section for processing. Numbering of all documents attached to each payment to prevent missing pages and to prevent duplication of payments. Check and verify bank details and entity name on the system. Capture received payments on Excel spreadsheet and submitted them to creditors Section. Ensure compliance with all payments such as Transport, Logis, 3G and Cell phones and any other sundry payments are made accurately. Co-ordinate compliance and procedures within the Chief Directorate: Budget and financial management. Check and verify all financial policies and ensure that they are implemented. Ensure that all payments are in line with

other departmental policies and procedures before they can be processed for payment. Determine findings during verifications process for LOGIS & BAS payments.

ENQUIRIES: Mr R Rankapole Tel: (012) 399 9101

Email: CFO25-2025@dffe.gov.za