



Deputy Director: Environmental Sector Planning Support (CMS04/2025)

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

Centre(s): 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.

Applications: CMS04-2025@dffe.gov.za

Enquiries: Ms S Sangqu
Tel: 012 399 9017

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF 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.
 - **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.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - 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.
 - 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 SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and 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/training-course/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, 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 a performance agreement and an 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.