



## Deputy Director: Information Management and Bilateral Coordination (BC09/2022)

**Salary:** R744 255 per annum (all-inclusive remuneration package)

**Centre(s):** Pretoria

### Requirements:

- A Bachelor's Degree/National Diploma (NQF6) in Public Administration or equivalent qualification within the related field coupled with three to five (3-5) years' experience in the related field of which three (3) of them should be at entry/junior managerial level (assistant director level or equivalent).
- Knowledge of project planning methodologies such as critical path planning.
- Knowledge of database/spreadsheet/ word processing software.
- Knowledge on biodiversity management, conservation management, public administration and project management, knowledge of public service prescripts and procedure.
- Ability to conceptualise and organise project-planning process, ability to take responsibility and function under minimal supervision, ability to work with wide range of people.
- Computer literacy, excellent communications and leadership skills; excellent planning and organisational skills and problem solving skills, ability to accurately review and complete detail oriented information and projects.
- Ability to conceptualise and organise project-planning process.
- Personal attributes: ability to work under pressure, take initiative and be creative.
- Ability to take responsibility and function under minimal supervision, ability to work with wide range of people.

### Duties:

- Manage and coordinate the implementation of bilateral activities arising from the biodiversity related memoranda of understanding with other countries.
- Ensure implementation and reporting on the progress, the outcomes approach in terms of outcome 10 and outcome 7.
- Facilitate the development of implementation agreements with stakeholders for the advancement of the biodiversity science/policy interface.
- Develop and implement stakeholder engagement strategies for enhancing sector reporting.

- Provide secretariat functions for stakeholder engagement platforms (Convention on Biological Diversity (CBD), Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES)).

**Enquiries:** Dr T Makholela  
Tel: 012 399 9150

**For attention:** Human Resource Management

**Closing date:** 10 October 2022

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae 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.
  - 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.
  - 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); social media 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 pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
    - 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/>
    - Shortlisted candidates must provide proof of successful completion of the course.
    - 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 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.