



Administrative Officer: Environmental Programmes Region 1 | three (x3) posts (EP01/2025-MP | EP06/2025-NW | EP08/2025-PTA)

Salary: R304 154 per annum

Centre(s): Mpumalanga, North West and Pretoria

Requirements:

National Diploma on (NQF 6) in Public Administration or a relevant qualification in the related field. A minimum of one (1) year experience in administration or related field. Knowledge of administrative procedures. Knowledge of procurement procedures. Knowledge of Departmental policies and procedures and prescripts. Knowledge of financial management. Good Computer literacy (Ms Office package) and communication skills. Good interpersonal relations skills, and human relations skills. Ability to communicate with people at different levels. Ability to work individually and in a team. Ability to work long hours and with limited supervision. Ability to gather and analyse information.

Duties:

Provide administrative support to the Chief Directorate and Directorates. Assist in the consolidation of monthly performance reports and supporting evidence for the Chief Directorate and Directorate. Develop and manage a filing system for the Directorate using electronic and hard copies. Render financial administrative support in procurement of goods and services. Compile required financial information (Budget breakdown and Procurement Plans). Prepare monthly expenditure reports. Render Chief User services and capture the requisition on LOGIS, make copies for future reference and submit the forms to Supply Chain Management (SCM) section. Verify the tax invoice and obtain authorization and processing of valid claims. Render logistical support. Make travel arrangements and handle travel allowance claims for personnel within the Chief Directorate and Directorate. Arrange and book venues for workshops or meetings. Consolidate and process invoices and follow up with SCM for payment of Service Providers.

Applications: EP01-2025@dffe.gov.za
EP06-2025@dffe.gov.za
EP08-2025@dffe.gov.za

Enquiries: Ms M Molekwa
Tel: 012 399 8578

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.