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## **Assistant Director: EP Non-Infrastructure Programmes (EP07/2025)**

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**Salary:** R552 081 per annum

**Centre(s):** Northern Cape

**Requirements:**

Degree/National Diploma (NQF6) in Environmental Science/Development Studies or relevant qualification. Coupled with a minimum of 3 years of relevant experience in Project Management or relevant field. Knowledge of Environmental related legislation, Natural resource Management, Invasive Alien Species Management, South African National Standards. Knowledge of Administrative procedures, Financial Management, Project Management, Personnel Management and Contract Administration. Ability to establish and manage relevant systems and controls. Must have ability to develop, interpret and apply policies, strategies and legislation, strategic planning and budgeting. Sufficient knowledge of specific computer software packages and efficient use of associated for staff. Must have Coordination's Skills, organising, planning and communication skills (written and spoken). Must have programme and Project Management, listening skills, writing skills, report writing skills. Ability to work long hours voluntarily, work independently and in a team and lead multidisciplinary team. Be able to work under extreme pressure and be able to collect and interpret information and reports.

**Duties:**

Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Conduct in-field catchment assessment to select, map and prioritise project sites and compartments for inclusion in the project plans. Make inputs to align all project plans with the priority areas for invasive alien plant activities in the district. Coordinate the implementation of EP infrastructure projects and invasive alien plant clearing activities within the province. Support the recruitment process to create Work Opportunities & Full Time Equivalents in line with approved plans and applicable

EPWP recruitment guidelines. Provide inputs, record of all contract transactions and required evidence to update register on the prescribed reporting format and platform. Ensure compliance with EP infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.

**Applications:** [EP07-2025@dffe.gov.za](mailto:EP07-2025@dffe.gov.za)

**Enquiries:** Mr R Nenungwi  
Tel: 012 3999 757

**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.
  - **CAPE TOWN, EASTERN CAPE, KWAZULU-NATAL, NORTHERN CAPE, NORTH WEST AND WESTERN CAPE APPLICATIONS MAY BE FORWARDED TO:**
    - The Director-General, Department of Forestry, Fisheries and the Environment. The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or
    - **Hand-delivered to:** 14 Loop Street, Cape Town.
    - 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 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.