



Administration Clerk: Operational Support [06 posts - 12 months contract] (EP11/2025)

Salary: R 228 321 per annum plus 37% in lieu of benefits.

Centre(s): Cape Town

Requirements:

Applicants must be in possession of a Grade 12 certificate. Knowledge of Integrated Fire Management and Fire system and use of electronic filing system. Knowledge of EPWP and its requirements, SHEQ procedure and standards and Public Service Regulation. Good communication (verbal and written), management of transformation programmes. Advanced competency in the use of MS word, Excel, PowerPoint and Teams Sound research, numerical, analytical and presentation. Planning and organising. Ability to work individually and in teams and work with difficult persons and to resolve conflicts. Sense of responsibility and loyalty, service orientated. Be developed sense of honesty and protect the confidentiality of documents.

Duties:

The incumbent will be responsible for the following duties: Provide data review and analysis support. Render support with the review of data from the Fire Management Systems to confirm accuracy and completeness. Render support with the review of the EPWP data from Business information systems and ensure accuracy and completeness thereof. Render support with the preparation of evidence. Coordinate the evidence and documents for monthly KPI. Coordinate the evidence and reports for EPWP reporting. Render compliance verification support. Provide support with the review and verification of Second Party Assessment and OHS audits. Assist with the verification of all data prior submission for audits. Render document management support. Maintain accurate records of reviewed data and payment evidence for payments, rejections and audits. Regularly update and monitor internal systems with verified information for management review.

Applications: EP11-2025@dffe.gov.za

Enquiries: Ms S Lawrence
Tel: 021 441 2712

Attention: Human Resource Management

Closing date: 07 July 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, NORTHERN CAPE, EASTERN CAPE, 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.
 - 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.