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## **Administrative Officer (FOM06/2025)**

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**Salary:** R 308 154.00 per annum

**Centre(s):** Pretoria

**Requirements:**

National Diploma (NQF Level 6) in Public Administration relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in administration or a related field. Knowledge of administrative/clerical procedures. Knowledge of Logis and BAS. Financial and Procurement Procedures. Knowledge of Departmental procedures and prescript/policies. Computer literacy Sound organising and planning skills. Good communication skills. Ability to prioritise workload. Listening and writing skills. Ability to work long hours voluntarily and under extreme pressure. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.

**Duties:**

Provide administrative and logistical support to the Chief Directorate. Arrange meetings and make bookings for conferences and workshops. Make travel arrangements for the officials. Maintain and oversee the filing system of the Chief Directorate. Provide financial administration support to the Chief Directorate. Procurement of goods and services using approved procedures. Ensure that orders are created, and invoices are paid timeously. Provision of administration Support to the Chief Directorate. Provide inventory support to the Chief Directorate. Maintain and update the directorate's asset register. Advise officials to complete VA7 forms whenever they need to use office equipment at workshop venues or at their homes (a VA7 form states that an official is authorised to use state property outside the premises).

**Applications:** [FOM06-2025@dfpe.gov.za](mailto:FOM06-2025@dfpe.gov.za)

**Enquiries:** Ms Boitumelo Shibambo  
Tel: 012 309 5709

**Attention:** Human Resource Management

**Closing date:** 10 March 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.