



Ministerial Executive and Coordination Support Officer (MIN01/2025)

Salary: R896 436 per annum

Centre(s): Pretoria

Requirements:

An appropriate Degree or qualification at NQF level 6. At least three (3) years' experience below middle management. An extensive experience in administration. Broad knowledge and understanding of functional areas based on executive authority's portfolio. Requirement of proven management competencies together with strategic coordination / planning. Experience of political and parliamentary processes in South Africa. Knowledge of policy management, risk management, project management and document management. Have an extensive understanding of public service, departmental policies, legislation and procedures. An incumbent must be equipped the following skills: planning and organizing, communication, reporting / professional writing and computer literacy. Good interpersonal relations skills and ability to resolve conflicts. Maintain honesty and confidentiality and ability to work individually and in a team. Ability to gather and analyse information.

Duties:

Develop, implement and maintain systems, registers and database to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memorandums as required. Management the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support and maintain a proper filing system. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with the classification. Liaise with internal and external role-players. Rendering a cabinet / council support service to the executive authority. Keep record of decisions of Cabinet or Executive council. Quality control of the work delivered by the subordinates and provide general supervision. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively.

Applications: MIN01-2025@dffe.gov.za

Enquiries: Ms P Diphaha

Tel: 012 399 9602

Attention: Human Resource Management

Closing date: 15 August 2025 @ 17:00

- **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.
- 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.