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## Assistant Director: Project Administration (OC01/2025)

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**Salary:** R444 036 per annum

**Centre(s):** Cape Town

**Requirements:**

Degree/National Diploma (NQF6) in Public Administration or relevant qualification including economics and social sciences and maritime studies coupled with a minimum of three (3 ) years' experience required in project administration or related field. Knowledge of office administration and project administration support, including convening processes and meetings and in providing secretariat support. Knowledge of basic procurement processes. Knowledge of basic public financial management prescripts (especially PFMA). Basic understanding of the prescripts applicable to public service (PAJA, PAIA). Knowledge and use of electronic filing systems. Writing Skills including collation of reports and drafting project documentation. Basic understanding of project management. Advanced competency in the use of MS Word, and proficiency in the use of Excel, PowerPoint. Excellent communication skills. Ability to use initiative and work without supervision. Team – worker Conscientious and reliable. Good interactive and interpersonal skills with a focus on stakeholder engagement and support.

**Duties:**

Provide administrative and secretariat support to the Ocean Economy Secretariat for government programmes and projects including compiling documentation and reporting, arranging meetings and related logistics. Office administration including assisting in the compilation and monitoring of budgets, travel and meeting arrangements and procurement related functions. Provide project administration support to the Ocean Economy Secretariat & Projects. Provide administrative support in the conceptualisation, planning, implementation, monitoring as well as reporting of projects. Knowledge management and maintaining up to date Ocean economy and project information Facilitate

engagement with key stakeholders for the provision of information on progress with implementation on Ocean Economy programmes and projects and compiling relevant reports and presentations. Provide support and coordinate the required logistical arrangements for Ocean Economy events or projects

**Applications:** [OC01-2025@dffe.gov.za](mailto:OC01-2025@dffe.gov.za)

**Enquiries:** Mr C Mangcu

Tel: 012 493 7030

**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.