forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

DFFE VALUES

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

APPLICATIONS: Must be submitted 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.

CLOSING DATE: 10 November 2025**,** 16:00

ATTENTION: Human Resource Management

NOTE: Application must be submitted on a New signed Z83 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of 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 SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & 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, candidates shortlisted for the SMS post 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 performance agreement and employment contract. The Department reserves the right not to make an appointment. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

POST: **ASSISTANT DIRECTOR: PARLIAMENTARY SUPPORT (REF NO: ODG05/2025)**

SALARY: R468 459. per annum

CENTRE: Cape Town

REQUIREMENTS: National Diploma (NQF6) in Public Administration/Management or a relevant qualification recognised by SAQA. A minimum of three (3) years' experience in Parliament Support or a related field. Sound knowledge and understanding of Parliamentary and Cabinet processes, including Parliamentary Rules and Guidelines, the Constitution of South Africa, and legislative procedures. Proficiency in administrative, financial and project management, and public relations, Electronic

Document Management Systems (EDMS), language editing formats and quality control mechanisms. Strong research, analytical, organisational and strategic planning skills. Excellent verbal and written communication, decision-making and report writing skills. Ability to work independently and within a team, perform/work under extreme pressure and meet tight deadlines, work extended hours when necessary, interpret and apply policies, and interpret information and reports. High level of responsibility, integrity and loyalty, and attention to detail. A valid driver's license will be an added advantage.

DUTIES: Provide administrative coordination for Parliamentary related activities. Coordinate logistics and documentation for Parliamentary engagements. Maintain registers and records of meetings and proceedings. Liaise with internal and external stakeholders to ensure smooth engagement with Parliamentary engagements. Support collaboration and maintain effective relationship with Parliamentary structures. Effective and efficient coordination of Parliamentary Questions. Disseminate Parliamentary Questions (Written and Oral questions) to relevant branches using correct/appropriate departmental templates. Monitor and follow up branch responses to ensure timely submission. Receive responses from branches and perform quality control to ensure alignment of responses to questions. Submit finalised responses, as recommended by the DG, to the Ministry within stipulated timeframes. Maintain a database of PQs and update the tracking tool and EDMS folder weekly. Coordinate and track Parliamentary resolutions and recommendations. Monitor Parliamentary Papers (Announcements, Tablings and Committees [ATCs]) and distribute relevant items to departmental managers. Create templates and consolidate departmental responses to Committee Reports. Coordinate submission of department's responses to DG and Minister for approval. Ensure that departmental responses to resolutions and recommendations are submitted within the set timeframe. Track departmental and public entities' tabling/submissions to Parliament and referral to Committees, including Bills, International Agreements, Strategic and Annual Performance Plans (usually scheduled for the end of March each year), Annual Reports (usually scheduled for the end of August each year). Track coordination of, and departmental NEMA Report. Receive tabling schedules from the Tabling office and communicate deadlines to relevant officials. Coordinate the tabling process between the Department and Minister's office. Monitor the status of tabled instruments through the National Assembly and National Council of Province's records.

ENQUIRIES: Ms P Sekgobela, Tel: (012) 399 9882

APPLICATIONS: ODG05-2025@dffe.gov.za