



## **Project Coordinator - (EP9009/2021)**

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**Salary:** R 316 791 per annum (Total package of R 460 251 per annum/  
conditions apply)

**Centre:** Northern Cape (Upington)

**Requirements:**

- An appropriate 3-year Bachelor's Degree/National Diploma in Natural / Environmental Science.
- 3-5 Years' experience in relevant field.
- Understanding of Project management.
- Knowledge of Alien vegetation control.
- Good communication skills and sound organisation and planning skills.
- Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage.
- Knowledge of the Public Service and Departmental procedures and prescripts.
- Computer literacy, knowledge of the Public Finance Management Act (PFMA).
- People management, change management and empowerment skills.
- Valid driver's license and willingness to travel and work long hours with limited supervision.

**Duties:**

- Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation.
- Facilitate the implementation of project plans through the establishment of stakeholder engagement.

- Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control.
- Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

**Enquiries:** Mr. N Manngo  
Tel: (053) 836 7600

**Closing date:** 15 November 2021

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications (Matric Certificate must also be attached, ID document, driver's license (all attached documentation must not be older than six (06 )months) together with the recent curriculum vitae in order to be considered.
  - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
  - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town 8000 or hand-deliver to:14th Loop Street, Cape Town. **Marked for the attention:** Human Resources Management.
  - 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.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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); social media 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).
  - 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/>
  - The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme certificate for entry into the SMS.
  - 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. If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.