



BIODIVERSITY OFFICER SPECIALISED PRODUCTION: INASIVE ALIEN SPECIES: ENFORCEMENT (INTERNAL CONTROL) (RCSM02/2024)

Salary: R472 812 per annum (OSD)

Centre(s): Pretoria

Requirements:

- Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA.
- Must have a minimum of three (3) years' relevant working experience.
- Extensive experience in compliance and enforcement dealing with natural resources especially related to alien and invasive species.
- Experience in natural resource management together with relevant technical knowledge in the prevention and/or control of invasive and alien species.
- A Certificate in Environmental Management Inspector will be an added advantage. Experience in or knowledge of alien and invasive species regulations related investigations and enforcement.
- Ability to compile case dockets with legally admissible evidence, including recording all progress in the investigative diary.
- Ability to draft legal defensible administrative notices, directives.
- Knowledge of the provisions of the National Environmental Management Act (NEMA) and National Environmental Management: Biodiversity Act (NEM: BA).
- Good interpersonal and communication skills.
- Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy.
- A valid driver's licence.

Duties:

- Criminal investigations and administrative enforcement in relation to invasive alien species within the country.
- Drafting of enforcement strategies to inform actions to be taken.
- Drafting of legal documents, notices, affidavits, charge sheets, plea and sentence agreements.
- Obtain warning statements from suspects, open criminal cases to prosecute offenders. Consult with prosecutors, police and all other stakeholders regarding criminal investigations.
- Liaise with Directorate: Litigation and other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions.
- Implement the directorate's filing system efficiently.
- Implement relevant SOPs and guidelines.
- Participate in EMI events, training and projects.
- Assist in responding to both Parliamentary and Media queries.
- Develop and facilitate the implementation of national policies, strategies and programmes relating to the compliance and enforcement with the AIS regulations.
- Compile and submit monthly reports to the supervisor and perform other administrative and related functions.

Email to: rcsm02@dffe.gov.za

Enquiries: Mr B Ndou
Tel No: (012) 399 9487

For attention: Human Resource Management

Closing date: 2 December 2024

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae 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 X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
- 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.
- 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); social media 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 pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - 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/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - 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 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.