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.

POST:	**DEPOT OPERATIONS SPECIALIST (WB03/2025) (18 Months contract)**
SALARY	R 582 444. 00 per annum, plus 37 % in lieu of benefits
CENTRE:	Pretoria
REQUIREMENTS:	National Diploma (NQF 6) or higher in Environmental Sciences or relevant equivalent qualification recognised by SAQA. A minimum of three (3) years' experience in a relevant field. Knowledge of strategic planning and budgeting, Environmental Management. Ability to develop, interpret and apply policies. Knowledge of strategies and legislation, Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel, Ability to control and manage the acquisition of services and assets of the department, and knowledge of Public Service financial legislative frameworks. Skills needed: Leadership and Management, Organisational and Planning, Programme and Project Management. General and Good communications skills. Coordination skill, Computer literacy, listening skills and Writing skills. Ability to work under pressure; Ability to work long hours voluntarily. Ability to work under pressure. Ability to work independently. Ability to work with difficult persons and to resolve conflicts. Ability to gather and analyse information. Ability to develop policies and management plans. Ability to apply policies, strategies, and legislation. Ability to work individually, in team and to build a team. Analytical, strategic, and integrative thinking. Good interpersonal relations skills. Ability to empower others. character beyond reproach. Articulate and Responsible, accountable and loyal. A valid driver's license will be an added advantage.
DUTIES:	Promote environmental sound storage practices and operational efficiency. ensure that the sites are compliant with environmental legislations. facilitate and coordinate Memorandum of Agreements. plan and coordinate training sessions. send out training invitation to depot operators. implement the programs. ensure regular monitoring of site. ensure compliance with relevant legislations. engage with the depot operators and landlords to complete the registration form to register depots with the Competent Authority and Waste Bureau. Prepare inspection documentation, communicate the audit plan with the Depot Operators and other internal Officials. conduct compliance audits and compile reports. Share the audit findings with the Senior Manager and Depot Operators. follow up with the Depot Operators on the closure of audit findings and areas of improvement. ensure efficient operations at Waste Tyre Depots. Receive. verify and analyse monthly depot operation reports from depot operations. engage with Depot Operators on any discrepancies. receive stock availability reports from Waste Tyre Depots. draft the collection and Processor supply plan. Consolidate monthly stock reports. Attend to all queries related to depot operations. conduct contract compliance and performance. communicate and address non-compliance with Depot Operators. Coordinate depot operation meetings with Depot Operators stakeholders. develop and schedule depot operations meetings draft meeting documents. generate and circulate action items. ensure payment of Waste Bureau service providers: Receive, print and submit invoices for authorisation and processing. Verify each invoice against the monthly allocated budget and rendered services.
ENQUERIES:	Ms K Masinga Tel: 012 399 8629
APPLICATIONS:	WB03-2025@dffe.gov.za