

Deputy Director: Working On Fire (Ref No: EP9003/2015)

Salary: R630 822.00 per annum (all inclusive remuneration package)

Centre: Cape Town

Requirements:

- A three year Bachelor's degree/ National Diploma in Natural Science/Forest Sciences/Disaster Management with experience in the Integrated Veld and Forest Fire and/or Working of Fire programme. Understanding of the National Veld and Forest Act, NEMBA, CARA, Local Authority legislation, Disaster Management Act and Expanded Public Works Programme,
- Experience in or an advanced knowledge of the provisions of the PFMA and Treasury Regulations and associated provisions, regulations and norms and standards Experience in government's financial systems priorities,
- Experience in HR practice and procedures, skills development and Administrative procedures,
- Experience in Project management. Sound organizing and planning skills,
- Compiling and planning unit reports. Listening and Writing skills,
- Excellent communication skills (verbal and written). Supervision and management. Computer literacy. Valid drivers' licence.

Duties:

- To develop Annual Plan of Operation (APO) to coordinate the implementation of Working on Fire programmes at National level with various stakeholders both provincial and national,
- To coordinate the development of business plans for the stakeholders,
- Motivate and prepare the operational plans based in line with the available programme budget,
- Facilitate the implementation of APO's by stakeholders such as the Provincial and National Departments,
- To facilitate the monitoring and evaluation of the implementation of business plans in line with the development norms and standards,
- Develop a monitoring and evaluation implementation plans and systems, Analyse data derived from monitoring and evaluation for the ongoing improvement and eventual optimization of the programme, facilitate formal reporting to all stakeholders to assess whether the resources are being used for agreed-upon objectives.

Enquiries: Mr.N Ngcobo, tel: 021 - 441 2749

Applications: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town 8000 or hand-delivered to: 14 Loop Street, Cape Town, 8000

For Attention: MS Bulu

Closing Date: 16 February 2015