



Data Analyst: Sector Enforcement | Three (03) Years Contract - (RCSM01/2023)

Salary: R 359 517 plus 37% in lieu of benefits

Centre(s): Pretoria

Requirements:

- A recognized Bachelor's degree or National Diploma (NQF6) in Environmental Management / Conservation / Social Sciences or relevant qualification in the field.
- A minimum of two (2) years' experience is required in the relevant field.
- Attendance Certificate for Analyst Notebook and iBase is required.
- Knowledge and experience in methods and techniques of basic research and analysis, application of iBase, analyst Notebook and MS Office.
- Ability to apply Laws to recording keeping and dissemination of restricted information.
- Ability to collect and interpret information and reports.
- Ability to work independently and in a team.
- High level of planning and coordination skills.
- Good communication skills and ability to work with arrange of people.
- Reliability, efficiency, and the ability to work under pressure.
- Valid code 08 driver's license

Duties:

- Capture and processing data in the National Environmental Crime Database.
- Provide support in developing templets to streamline and capture information for the EFFC.
- Conduct basic analysis on information as required.

- Prepare analytical findings and draft application submissions.
- Request data and ensure the processing of incoming information notes.
- Liaise with investigating officers and provide feedback.
- Be a representative for the unit at the relevant National, Provincial or Agency forums as required.
- Conduct field visits and coordinate administration support and reporting.
- Contribute to monthly progress reports and statistics.

Enquiries: Mr W Erlank
Tel: 021 399 9445

Closing date: 22 April 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.