



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for the following position:

POST TITLE:	ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: ENVIRONMENTAL PLANNING AND GOVERNANCE (X5 POSTS)
BUSINESS UNIT:	ENVIRONMENTAL PLANNING AND GOVERNANCE
SALARY NOTCH:	R 357 597.00 – R 395 352.00 PER ANNUM (OSD)
CENTRES:	ETHEKWINI, ILEMBE, UGU, AMAJUBA, AND HARRY GWALA DISTRICTS
REFERENCE:	EO – EPGM 01/OCTOBER 2026

REQUIREMENTS: • The ideal candidate must have: An appropriate four-year Bachelor's Degree in Environmental Management / Natural Sciences as recognised by SAQA; • A minimum of one to two (1-2) years' relevant experience in the Environmental Management field. • A valid driver's licence (code B).

KEY PERFORMANCE AREAS: The incumbent will be required to: • Provide environmental management support to municipalities and other organs of state/private entities; • Support the management of Special Area management programmes and projects (including coastal zone management, threatened ecosystem, mountain catchment areas, wetlands, climate change adaptation and mitigation programmes and projects, etc.); • Support the implementation of sustainable development planning initiatives and projects; • Provide support in ensuring effective and efficient environmental information management system(s) within the district municipality; • Perform all administrative and delegated work-related functions.

SKILLS, TRAINING, AND COMPETENCIES: The successful candidate must have knowledge and understanding of the objects and provisions of the National Environmental Management Act, 1998, and associated legislation. Sound working knowledge of key environmental legislation, policies, and frameworks governing environmental management. Knowledge and understanding of regulatory frameworks such as Sustainable Development Frameworks; Environmental Management Legislation frameworks; Development management legislative frameworks; Cooperative Governance Frameworks; Governance Planning, Evaluation and Reporting frameworks; and Strategy Implementation Planning Frameworks. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks (Batho Pele Principles). **Skills:** Ability to communicate at all levels with relevant stakeholders; Ability to evaluate and review documents; adaptive learning skills; ambidexterity in regular operations versus project initiatives execution; Technical Report writing, Policy Development and Analysis, Scientific Presentation; Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; change management, information management, spatial information management, organizational and event management, Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations; Problem Solving; Communication Skills (verbal and written). **Values/Attributes** such as integrity, respect, honesty, discipline, teamwork, vision, transparency, and commitment.

NB: ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT, WHICH ARE AFRICAN MALE, COLOURED MALE, AND INDIAN MALE. PEOPLE WITH DISABILITIES WHO MEET THE REQUIREMENTS ARE ENCOURAGED TO APPLY. SUCCESSFUL CANDIDATES MUST NOTE THAT THEY WILL HAVE TO SERVE IN THE DISTRICTS WHERE

THEY ARE PLACED FOR A MINIMUM OF FIVE (05) YEARS BEFORE ANY TRANSFERS WITHIN THE DEPARTMENT CAN BE CONSIDERED.

ENQUIRIES: MS N WALINGO: TEL NO: 076 9385 441

DIRECTIONS TO CANDIDATES

The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply.

The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. 

The Department reserves the right not to make these appointments. All information submitted will be treated as confidential.

The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment. **All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full**, and the application form should be initiated, signed, and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.

Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

Shortlisted candidates will be required to undergo a competency test/technical exercise.

"Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs." PLEASE NOTE THAT APPLICANTS SHOULD ONLY USE ONE OF THE FOLLOWING METHODS WHEN APPLYING FOR A POST: EITHER THROUGH THE ONLINE E-RECRUITMENT SYSTEM, EMAILING THE Z83 AND CV DIRECTLY TO THE RELEVANT DEPARTMENT, OR SUBMITTING A HARDCOPY APPLICATION AS DIRECTED.

Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand-delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Sipho Zangwa.

Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications.

The appointment is subject to a positive outcome obtained from the State Security Agency for the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.

All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment.

Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG as the Certificate for Entry, and full details can be found at: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

REGRETTABLY, DUE TO EXCESSIVE BUDGET CUTS, THE DEPARTMENT CANNOT COVER ANY TRAVEL AND SUBSISTENCE COSTS RELATED TO THE RECRUITMENT PROCESS.

Closing date: **06 NOVEMBER 2026** (at 16h00). Applications received after the closing date and time will not be considered.

THE EDTEA DISTRICTS' ADDRESSES ARE AS FOLLOWS:

MARINE BUILDING 22 DOROTHY NYEMBE STREET, 8TH FLOOR, DURBAN 4000	CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200	PORT SHEPSTONE 46 BISSET STREET, 4240	1 NORTHWAY DRIVE IXOPO 3276
GREENVILLE BUILDING CORNER OF LINK ROAD AND R102, GREENVILLE BUILDING	94 MURCHISON STREET, LADYSMITH 3370	43 HARDING STREET, NEW CASTLE	26 BEACONSFIELD STREET, OFFICE ENTRANCE 3, DUNDEE
LEGISLATURE BUILDING 2ND FLOOR, LEGISLATURE BUILDING, KING DINUZULU HIGHWAY, ULUNDI	241 UTRECHT STREET, VRYHEID ABAQULUSI	ALOE LOOP AVENUE, NEXT TO UNISA BUILDING, VELD EN VLEI, RICHARDSBAY, 3900	LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA
MZOLOLO AVENUE, MKUZE, 3969			