



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following positions.

Environmental Officer Grade A:

Environmental Empowerment Services

Appropriate salary will be determined according to the regulatory framework (Based on OSD)

Districts:

Harry Gwala District

Reference no:

EES 01/2020

REQUIREMENTS: Applicants must have a National Diploma/ Degree in Environmental Management/Science / Natural Science and a valid driver's licence. Computer Literacy

Competencies required: ♦ Good knowledge of Environmental legislation, Regulatory Frameworks for the Public Service, Basic Conditions of Employment Act, Promotion of Access to Information Act, Skills Development Act, Occupational Health and safety Act, Promotion of Administrative Justice Act. ♦ Project Management skills, Interpersonal relations , Computer skills, Administrative skills, Time management skills, Communications skills (written and Verbal) , Report writing skills, Presentation skills , Analytical skills, Problem solving skills ♦ Candidates must be self-disciplined and able to work under pressure with minimum supervision..

Key responsibilities include:

- ♦ Participate in the implementation of environmental education programs to assist with the integration of Environmental Education into formal structures (schools, SETA, ABET, higher education etc).

- ◆ Implement Environmental capacity building programmes for the general public and relevant stakeholders (informal)
- ◆ Develop and implement community based sustainable resource management and environmental action projects for sustainable development.
- ◆ Promote and implement environmental awareness programs.
- ◆ Perform administrative and related functions

ENQUIRIES:	Mr T Gambu
TEL NO:	039 8347919

Administrative Clerk:	Environmental Management X2
Salary:	R 173 703.00
Salary Level:	5
District:	Head Office (PMB)
Reference no:	Env 02/2020

Requirements: Applicants must have a minimum of Senior Certificate or equivalent qualification

Competencies required: Basic knowledge of Environmental Management duties and practices, Batho Pele principles, Public Service prescript, Computer literacy. **Skills:** Organisational Skills, Financial Management skills, Time management, Communication skills. **Personal attributes:** Innovative thinking, Independent, time frame driven

Key responsibilities include:

- Render general clerical support services
- Provide supply chain clerical support services within the component
- Provide personnel administration clerical support services within the component
- Provide financial administration support services in the component.

ENQUIRIES:	Mrs S Nowele
TEL NO:	033 2642528

NOTES TO CANDIDATES

1. The Department of Economic Development and Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose appointment will promote representativity will receive preference.
2. **Location: PIETERMARITZBURG (Not unless otherwise specified for the post)**
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made.
4. All applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service department which must be originally signed and dated. The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, qualification, citizenship and previous experience employment verifications).**
6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement; **Applications may only be posted to: Department of Economic Development, Tourism and Environmental Affairs, Private Bag 9152, PIETERMARITZBURG, 3200 for the attention of Ms Sindi Mazibuko**
7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.
8. Interested persons may contact the above relevant person next to the posts for further information.
9. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.

10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.

11. Kindly notes that these adverts are only open to people residing in KwaZulu-Natal.

12. CLOSING DATE: 23 OCTOBER 2020