



## GENERAL

Appointment, on 12 calendar months probation, is subject to the undergoing of a competency test and security clearance. Short listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short listed candidates must be available for interviews and testing at date and time determined by the Department. Qualifications, previous employment, criminal records and credit checks will be conducted on applicants as directed by the Department of Public Service & Administration.

**Disabled persons are invited to apply.**



Applications must be completed on form Z83 (obtainable from any government department), accompanied by a comprehensive CV, certified copies of qualifications and ID and addressed to:

**JobVest Response Handling**

**Private Bag X15**

**Tyger Valley**

**7536**

**Or**

**Hand – delivered to: 5<sup>th</sup> Floor, 47 on Strand, Strand Street,  
Cape Town**

**(For attention: Ms Judy Johnstone)**

**Note:** A separate application form must be completed if applying for more than one post. The reference number and full name of the post must be indicated clearly on the application form.

**Note:** No late applications, e-mails or faxes will be accepted or considered.

**Note:** The Department will only communicate with short-listed candidates who have been selected for interviews. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks. No CV's will be returned. No faxed, e-mailed or late applications will be considered.

**Note:** The Department intends to promote representivity with the filling of the post. Kindly indicate gender, race and disability status to facilitate the process.

**Note:** Strong consideration will be given to excess employees. Excess staff must indicate as such on Z83.

# Department of Environmental Affairs and Development Planning

Directorate: Strategic Environmental Management

Sub-Directorate: Operational Policy and Transversal Co-Ordination

Environmental Officer X2 posts

(Cape Town)

**Reference No: F/08/024**

**Salary R117 501 annum (Level 7)**

**Note:** In addition to the salary mentioned, this position offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidy.

The formal **qualification requirements** for this post is an appropriate and recognised 3-year B degree in Social, Natural or Physical Sciences, Environmental Sciences or Engineering (or equivalent qualification) with appropriate experience.

The following will serve as **requirements** for this post: • knowledge of research methods • sound interpersonal and communication skills (verbal and written) • administrative abilities • computer literacy, particularly MS Word, Excel, PowerPoint, and conducting Internet searches • ability to plan and organise activities • presentation and facilitation skills • knowledge of sustainable development, environmental management and public awareness concepts • willingness to travel • a valid code 08 driver's licence is prerequisite.

**Duties:** promoting sustainable development and environmental education programmes within and outside of government • research on sustainable development best practice • assist with draft reports as well as recommendations on environmental issues • liaise with and make presentations to provincial departments, municipalities, communities and NGO's on promotion of sustainable development • attend meetings and comment on documents • assist with development of departmental sustainable development policies.

Enquiries may be directed to Ms T Norushe, Tel (021) 483 4925 or Mr G Isaacs, Tel (021) 483 2775

**Closing date for these posts is: 5 December 2008**

***This post will be advertised in the: Die Burger and The Weekend Argus***

# Department of Environmental Affairs and Development Planning

Directorate: Finance

Sub-Directorate: Supply Chain Management

Procurement and Contract Manager  
(Cape Town)

Reference No: F/08/025

Salary R 145 920 per annum (Level 8)

**Note:** In addition to the salary mentioned, this position offers competitive benefits, which include an annual service bonus, conditional housing allowance, pension and medical subsidies.

The formal **qualification requirements:** for this post is an appropriate three-year tertiary qualification (or equivalent) with two years appropriate working experience or a Grade 12 with appropriate five year working experience and at least two years supervisory experience.

The following will serve as **recommendations:**

- extensive knowledge of supply management legislative framework and related prescripts
- extensive knowledge of procurement and provisioning administration
- experience in logistical and contract management
- knowledge and experience of bid/ tender administration
- good verbal and written skills in at least two of the three official languages of the Western Cape
- computer literacy (MS Word and MS Excel)
- accounting, negotiation, meeting and presentation skills
- a valid code B (8) drivers' licence would be advantageous
- ability to function under pressure.

**Duties:** The successful candidate will be responsible for:

- implementation of procurement strategies
- management of database for procurement statistics
- advisor to bid committees and delegates
- manage secretarial functions of the departmental bid committee meetings
- provide inputs into legislative framework
- manage and monitor the facilitation of the department bidding process
- provide comments and inputs on development of the departmental delegations and policy documents
- ensure that departmental processes and procedures comply with Supply Chain Management system
- assist in the management of contracts
- manage the procurement and provisioning of goods and services of the department
- assist in the management of staff and budget of the component.

Enquiries may be directed to Mr MW Phaswane (021) 483 3209

**Closing date for these posts is: 5 December 2008**

***This post will be advertised in the: The Argus, Cape Times and City Press***

# Department of Environmental Affairs and Development Planning

Directorate: Integrated Environmental Management

**Assistant Town and Regional Planner (1 Post)**  
(Cape Town)

**Reference No: F/08/027**

**Salary R117 501 annum (Level 7)**

**Note:** In addition to the salary mentioned below, this position offers competitive benefits that include an annual service bonus, conditional housing allowance, pension and medical subsidy.

The **requirements** for this position is an appropriate, recognised qualification as promulgated in the regulations prescribed for registration in terms of the Planning Profession Act, 2002 (Act 36 of 2002). Although not required, experience in town and regional planning will be an advantage • ability to communicate in at least two of the three official languages (English, Afrikaans or Xhosa) of the Western Cape.

The following will serve as **recommendation**: • knowledge of town and regional planning and developmental aspects • computer literacy (MS Office Suite) • a valid code 08 (EB) driver's licence • Registration as a town planner.

**Duties:** The successful candidate will be responsible for: • provide operational input to the core business of facilitating and managing appropriate, sustainable and integrated spatial planning development • assist in the preparation of reports and making recommendations on land management and environmental matters • assist with the making of recommendation on spatial planning matters • assist with the undertaking of site visits in planning areas • assist with the arrangement and attendance of meetings • assist with the taking of minutes at meetings and circulation afterwards • assist with the technical and professional support and advice to municipalities, other government departments and relevant statutory bodies.

Enquiries may be directed to Mr ND Muller, Tel (021) 483 8330.

**Closing date for these posts is: 5 December 2008**

***This post will be advertised in the: The Argus and Die Burger***