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## **Deputy Director: Planning and Quality Assurance-Greening & Open Space Management (Ref: EP03/2018)**

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**Salary** R826 053 per annum (all inclusive remuneration package)

**Centre:** Pretoria

### **Requirements:**

- A recognised 3-year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany or Geography), Nature Conservation, Social Sciences or equivalent qualification'
- The applicant should have at least 3 years' experience in Environment & Conservation field;
- Extensive experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/ Horticulture, Spatial Environmental Planning, Community Development;
- Previous experience in Project Management, Financial Management, Expanded Public Works Programme and or related programmes will be an added advantage;
- Knowledge of Quality Management practices, monitoring and evaluation practices, leadership and management, strategic planning, analytical, conceptualization, problem solving, process design skills, expert level of computer literacy and good communication skills;
- The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.

### **Duties:**

- Overall management of planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects;
- Facilitate the process of sourcing new projects for funding and evaluation of project proposals from various proponents;
- Support to the establishment of panels for project management service providers for Environmental Protection and Infrastructure Programme;
- Conduct quality audits on projects under implementation. Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme;
- Support the business plan amendment processes for projects under implementation. Facilitate engagements with other Branches of the department and relevant public entities.

**Enquiries:** Ms N Mtalana, Tel: 012 399 9660

**Closing Date:** 05 November 2018

**For Attention:** Ms Lerato Ngobeni

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) and a valid Driver's License in order to be considered.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
  - The Waste Bureau Affairs is an equal opportunity, affirmative action employer.
  - Correspondence will be limited to successful candidates only.
  - People with Disabilities are encouraged to apply
  - All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Bureau.
  - **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); and Qualification verification.**
  - 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.
  - Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
  - The Waste Bureau reserves the right not to make an appointment.
  - Relaxation of qualification requirements may be considered for non-OSD posts
  - **Applications must be forwarded to: The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.