



Director: Policy Coordination (COO01/2019)

Salary: R1 005 063 per annum (all-inclusive SMS remuneration package)

Centre: Pretoria

Requirements:

- A recognized three year Bachelor's Degree in Public Administration (at NQF 7) or relevant equivalent qualification. 5-10 years managerial experience in related field, of which a minimum of 5 years' should be at middle/ senior management level;
- Experience and good understanding in the management of Government Cabinet processes (FOSAD, Cabinet and Cluster and implementation fora), Government and environmental sector policy development processes, Government policies, programmes and priorities;
- Knowledge of environmental and development issues (globally, regionally, locally), work of Government planning and reporting mechanisms, and Government outcome based approach. Ability to work independently and over extended hours, gather and analyse information, develop and apply policies, work under extreme pressure and to resolve conflict;
- Good communication (verbal and written), problem solving, researching and time management skills. Good relationship management, stakeholder engagement, strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation (SDI), problem solving and analysis, people management and empowerment, client orientation and customer focus skills.

Duties:

- Manage and provide content support for Ministerial and departmental engagements with Cabinet and its associated structures. Analyse and interpret policy (both internal and external);
- Provide support in line with environmental policy alignment. Facilitate, prepare and submit strategic reports as required by the Presidency. Coordinate activities for FOSAD Clusters and implementation processes for outcomes 4, 7 & 11 of the Medium Term Expenditure Framework (MTEF);
- Manage the coordination of Secretariat Services (FOSAD and Ministerial). Provide Support to ICTS Cluster Interdepartmental Sub-Committees (GCAC, TTS and

PMC). Manage coordination of decisions and resolutions. Provide support to DEA Strategic Management Processes

Enquiries: Mr R Aucamp; Tel: 021 814 – 8082

For attention: Mr LI Letshedi

Closing Date: **29 April 2019**

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- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered.
 - **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.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - 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.
 - 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.
 - 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.
 - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.