THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS IS ADVERTISING THE FOLLOWING POST ON BEHALF OF THE WASTE MANAGEMENT BUREAU. THESE ARE 5-YEARS CONTRACT POSTS. WASTE BUREAU IS AN ORGAN OF STATE ESTABLISHED TO BE SPECIALIST IMPLEMENTING AGENT THAT FACILITATES WASTE MINIMISATION AND RECYCLING.

Senior Business Performance Specialist (WB 21/2019)

Salary: R 728 173.00 per annum (total cost to company)

Centre: Pretoria

Requirements:

- A Bachelor's degree or National Diploma in Business Administration/Public Administration or equivalent qualification.
- Three (3) to five (5) years’ work experience in any of the following areas: Strategic planning, Research, Policy, Monitoring & Evaluation and Business Performance.
- Basic understanding of the following government planning frameworks and plans, the Development of the Strategic Plan, Annual Performance Plan, Framework for Strategic Plans and APPs, Framework for Managing Programme Performance Information, Evaluation Framework and the National Development Plan.
- Basic understanding of government policy frameworks and legislation applicable within the Waste minimisation, recycling and Waste management sector.
- Knowledge and understanding of Strategic Objectives, development of Performance Indicators, including the application of the SMART Criteria therein Understanding of Performance Information Management and Monitoring and Evaluation Competencies: Research, Report-writing, Management, Planning and Organizing, Communication (verbal and written), report writing and presentation.
- Computer Literacy: MS Word, MS Excel (intermediate level) and MS PowerPoint Presentation.

Duties:

- Provide advice and Support to the Waste Management Bureau Business Units on the achievement of Waste Management Bureau Mandate and Mission.
- Facilitate, Provide advice and Support to the development of 5 year Strategic Pan, Annual Performance Plan, strategic objectives, performance indicators and targets.
- Provide advice on the review of the Waste Management Bureau Operational Plans.
- Coordinate and participate in Waste Management Bureau planning and implementation workshops with various stakeholders.
- Provide support, coordinate and prepare weekly, monthly, quarterly and annual performance information related to planned targets and prepare report and report to the WB executives as and when required.
- Conduct periodic project evaluations, data quality and verification audits.
- Ensure that performance information is supported by specific/ relevant evidence and filled properly for use during audits.
Applications must be directed 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

Application must be submitted on a signed Z83 application form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver’s License (if stated as a requirement) 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 is an equal opportunity, affirmative action employer.

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.

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.

Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.

Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

The Waste Bureau reserves the right not to make an appointment.

No e-mailed, copies of certified copies, faxed, certified copies older than 3 months 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.

Enquiries: Ms G Kgoetego, Tel: 012 399 8967

For attention: Mr. E Mochaki

Closing date: 13 November 2019