



Project Coordinator (NEMA Section 40 Appointment) (Contract ends 28 February 2018 (CCAQ01/2017))

Salary R417 552 pa (plus 37% lieu of benefits)

Centre: Pretoria

Requirements:

- An appropriate three year Bachelors degree in Environmental / Natural Sciences. 3 years of experience in the related field for the Project Coordinator with post-graduate degree adding as an added advantage;
- Knowledge of environmental issues, especially those relating to air quality and climate change;
- Knowledge of Government's environmental quality and protection related policies, priorities and strategies;
- Knowledge of Government's standard administrative procedures;
- Ability to manage components and plan for activities, including projects and policy matters. Ability to interpret and apply policies, strategies and legislations;
- Ability to manage and control budget;
- **Skills:** Advanced information technology; Project Management; Leadership; Strategic thinking; Communication (verbal and written); Innovative and Analytical.

Duties:

- Preparation of detailed work-plans and budgets to ensure activities meet the objectives of the project in consultation with the management and the Project Steering Committee (PSC);
- Organize the workshops and training needed during the project. Be responsible for assisting the management to timely and accurately submit all projects financial and operational reports to UNEP;
- Coordinate consultations with stakeholders under the guidance of the PSC and management;
- Submit to the manager quarterly progress and financial reports, terminal reports and briefing reports as needed and as specified in the contractual arrangements. Coordinate and oversee the preparation of the outputs of the project;
- Finalize the National Communications and Biennial Update Reports of South Africa along with Government personnel and national experts. Organize meetings of the PSC.

Enquiries: Ms S Motshwanedi, tel: 012 399 9155

Attention: Ms M Seketa

Closing date: 28 April 2017

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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 Driver's License in order to be considered.
 - 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.
 - People with Disabilities are encouraged to apply
 - 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 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 department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts
 - **Applications must be forwarded to:** Applications must be submitted to the Director-General: Department of Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.