



Project Coordinator (Ref: EP9009/2016)

Salary: R262 272.00 per annum (Total package of R 375 403.00 per annum, conditions apply)

Centre: North West

Requirements:

- An appropriate 3-year Bachelor's Degree/National Diploma in Forestry/Natural/Environmental Science or Grade 12 with extensive relevant experience, coupled with relevant experience in natural resource management and alien vegetation;
- Sound project management skills, good communication skills and sound organisation and planning skills;
- Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage;
- Knowledge of the Public Service and Departmental procedures and prescripts;
- Computer literacy, knowledge of the Public Finance Management Act (PFMA);
- People management, change management and empowerment skills;
- Valid driver's licence and willingness to travel and work long hours with limited supervision.

Duties:

- The incumbent will be expected to provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation;
- Facilitate the implementation of project plans through the establishment of project advisory committees;
- Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control;
- Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

Enquiries: Mr V Lubisi, tel: (012) 252 0254

Closing Date: 28 November 2016

Attention: Human Resource Management

- All applications must be submitted on a **Z83 application form** [PDF] accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
- Take note that the department will verify all qualifications and experience and that original documents must be submitted on appointment and all qualifications obtained abroad will be evaluated by SAQA.
- Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- Senior Management candidates to be subjected to competency assessment, signing of an employment contract and performance agreement.
- If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The department reserves the right not to make an appointment.
- People with disabilities are encouraged to apply
- Consideration will be given to applicants who meet the minimum requirements of advertised posts.
- Relaxation of qualification requirements may be considered for non-OSD posts.
- **Applications: The Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town**