

**POSTS | EXPANDED PUBLIC WORKS PROGRAMME: MUNICIPAL GRADUATE PROGRAMME SUPPORT OFFICERS: [Twenty four (24) months fixed term contract, renewable based on performance and budget availability].**  
**Ten (10) posts, head office, Pretoria**

**THIS PROGRAMME IS AIMED AT AFFORDING GRADUATES WITH AN EMPLOYMENT OPPORTUNITY TO GAIN WORK EXPERIENCE**

**NOTE:** Applicants must clearly indicate the reference number of the post they are applying for in the **signed application letter**. Applicants who are applying for multiple opportunities must submit separate applications. **PLEASE** read carefully the instructions concerning application procedures to be followed. **PLEASE NOTE:** No other benefits apply; successful candidates will be required to cover the cost for their own accommodation and transportation to and from work if necessary.

RENUMERATION: R9 200 Monthly

CLOSING DATE: 23 June 2025

LOCATION: Department of Forestry, Fisheries and Environment; Head Office, Pretoria

REF: MGPSO\_ADMIN

## REQUIREMENTS

- A relevant national diploma or degree in public administration/management or related qualification. No experience required. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Treasury Practice Note.
- Knowledge of administrative/clerical procedures, financial, procurement procedures, departmental procedures, and prescript/policies.
- Coordination and stakeholder management; Interpersonal; organizational, facilitation and coordination skills.
- Good verbal and written communication skills. Good understanding of government planning processes.
- Ability to work under pressure, work with difficult people, be responsible and loyal, be honest and reliable, work long hours voluntarily, and ability work with limited supervision.
- Computer literacy and end-user knowledge of Microsoft packages.

## DUTIES:

- Render support for Provincial administrative and other report consolidation and processing. Support the compilation of provincial advocacy reports.
- Support the compilation of environmental education reports and organize and distribute environmental education and awareness promotional materials.
- Prepare monthly, quarterly and annual reports; and Create and maintain filing systems for relevant activities
- Provide logistical support; Facilitate traveling arrangements; Leave management; Process S&T and Kilometre claims.
- Provide administrative and secretariat support for relevant forums, meetings and committees.
- Assist with the procurement of goods and services

**Enquiries: R. Lekalakala: Tel: +27 86 111 2468 Ext 9935**

- All applications must be submitted **on a signed application letter** accompanied by a recent detailed curriculum vitae to be considered.
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **Marked for the attention: MUNICIPAL GRADUATE PROGRAMME SUPPORT OFFICERS For hand deliveries:**
  - **Applications hand-delivered: to be placed in a box marked MUNICIPAL GRADUATE PROGRAMME SUPPORT OFFICERS**
  - **Online applications may be emailed to: MGPSO\_10\_AdminPretoria@dffe.gov.za Applicants should also indicate the reference number on the subject line when applying via email**
- 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.
- The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons 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); social media checks, and qualification verification.
- Short-listed candidates will be expected to avail themselves at the department's convenience.
- The person appointed to this position will be subjected to the signing of a work plan and an employment contract.
- The department reserves the right not to make an appointment.
- **Please note that this a fixed contract and the employer is under no obligation to extend it beyond this period.**
- If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.