



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

Reference No. : S.4/2/3

TO ALL HEADS OF DEPARTMENTS: LIMPOPO PROVINCIAL ADMINISTRATION

HRM VACANCY CIRCULAR 3 OF 2019

ADVERTISEMENT OF POSTS IN THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is the Department's intent to promote representativeness (race, gender and disability) through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

Applications are invited for the filling of the vacant posts, which exist in the Department, as outlined in the attached Annexure.

Applications should be submitted on Z83 forms which are obtainable from any Public Service Department and should be accompanied by original certified copies of educational qualifications, ID plus a comprehensive CV, and be forwarded to:

The Department of Economic Development, Environment and Tourism

Private Bag X9484  
POLOKWANE  
0700

OR

Evridiki Towers  
Registry Office No. B1-73  
19 Biccard Street  
POLOKWANE  
0700

The content of this circular must be brought to the attention of all employees in your Department.

Further enquiries can be made to Ms Moselane K.M / Ms Lingenfelder L / Ms Lehaha P.E at 015 – 293 8644 / 8664 / 8692.

  
HEAD OF THE DEPARTMENT  
Kgopong NS

26.04.2019  
DATE

HEAD OFFICE

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM
REGISTRY SECTION
29 APR 2019
RECEIVED
PRIVATE BAG X9484, POLOKWANE 0700
LIMPOPO PROVINCE

# ENVIRONMENTAL PROTECTION AND INFRASTRUCTURE PROGRAMMES EPIP



environmental affairs  
Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA



REPUBLIC OF SOUTH AFRICA  
ENVIRONMENTAL AFFAIRS



LIMPOPO  
PROVINCIAL GOVERNMENT  
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DEPARTMENT OF  
ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM



EXPANDED PUBLIC WORKS PROGRAMME  
Creating opportunities for the unemployed

## PROVINCIAL ADMINISTRATION: LIMPOPO PROVINCE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

**APPLICATIONS:** Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 POLOKWANE, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, POLOKWANE. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts.

**CLOSING DATE: 15 MAY 2019**

**NOTE: All costs associated with an application will be borne by the applicant.** For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver's license should be submitted if an advertisement states that a valid driver's license is required should an advertisement states that a valid driver's license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered.

## OTHER POSTS

The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

### JOB ADVERTISEMENT ENVIRONMENTAL MONITOR – 30 Vacancies LIMPOPO ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM (LEDET)

#### Duties:

- Compile daily reports
- Supervise law enforcement and maintenance teams
- Assist with the protection of the reserve and its natural environment resources which will include the following:
  - i) Nature conservation patrols
  - ii) Inspect and repair boundary fence
  - iii) Warn visitors on unauthorized actions within the reserves and report non-compliance
  - iv) Assist with fire management services which would include the following:
    - Execute fire burning programme;
    - Maintain the fire belts along the fences and facilities;
    - Conduct block burn
  - v) Assist with access control
- Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which will include the following.
  - i) Gather biological and ecological data;
  - ii) Report on areas for rehabilitation;
  - iii) Monitor rehabilitation areas
- Assist with the monitoring and control of recreational facilities which will include the following:
  - i) Control and monitoring of recreational activities;
  - ii) Maintenance of recreational areas.

#### Essential minimum requirements for successful application:

- A grade 12 certificate, Diploma in Nature Conservation and Degree in Environmental Science with relevant experience in Nature Conservation as an added advantage.
- Computer Literacy
- To be conversant with the acts (LEMA)
- Firearm Competency
- No criminal record
- Physically fit (shortlisted candidates will undergo a physical fitness test)
- Applicants residing in local villages around LEDET state owned nature reserves will be at an added advantage
- Driver's license will add as an advantage

#### Distribution list:

CAPRICORN – 4 positions  
MOPANI – 5 positions  
SEKHUKHUNE – 2 positions  
VHEMBE – 9 positions  
WATERBERG – 10 positions

#### Stipend:

As per the Ministerial determination. However, Armed Environmental Monitors are paid a rate of R219. 10 per day and Unarmed Environmental Monitors are paid a daily rate of R189. 89.

## ADMINISTRATOR FOR ENVIRONMENTAL MONITORS

### KEY RESULT AREAS:

#### 1. Render general clerical support services.

- Record, organise, store, capture and retrieve correspondence and data (line function).
- Update registers and statistics
- Handle routine enquiries
- Make photocopies and receive or send facsimiles
- Distribute documents/packages to various stakeholders as required
- Keep and maintain the filing system for the component
- Type letters and/or other correspondence when required
- Keep and maintain the incoming and outgoing document register of the component

#### 2. Provide supply chain clerical support services within the component.

- Liaise with internal and external stakeholders in relation to procurement of goods and services.
- Obtain quotations, complete procurement forms for the purchasing of standard office items.
- Stock control of office stationery.
- Keep and maintain the asset register of the component (district offices).

#### 3. Provide personnel administration clerical support services within the component.

- Maintain a leave register for the component.
- Keep and maintain personnel records in the component.
- Keep and maintain the attendance register of the component.
- Arrange travelling and accommodation.
- Consolidate monthly reports for submission.

#### 4. Provide financial administration support services in the component

- Capture and update expenditure in component
- Check correctness of subsistence and travel claims of officials and submit to manager for approval
- Handle telephone accounts and petty cash for the component.

### ESSENTIAL MINIMUM REQUIREMENTS FOR SUCCESSFUL APPLICATION:

- A grade 12 certificate, Diploma in Nature Conservation and Degree in Environmental Science with relevant experience in Nature Conservation is an added advantage.
- Applicants should be residents of local villages around LEDET state reserves
- Computer Literacy
- Drivers licence will add as an advantage
- Firearm Competency
- No criminal record
- Physically fit

### STIPEND:

As per the Ministerial determination.

Please make use of the reference **"Administrator for Environmental Monitors"**.

This positions are a 3-year contract (1 April 2019 – 30 March 2022) based at various reserves, with annual contract renewal based on satisfactory performance.

Please submit your abbreviated CV with contact details of 3 referees and cover letter by 15 May 2019 to:  
The Department of Economic Development, Environment and Tourism

Private Bag X9484  
POLOKWANE  
0700

OR

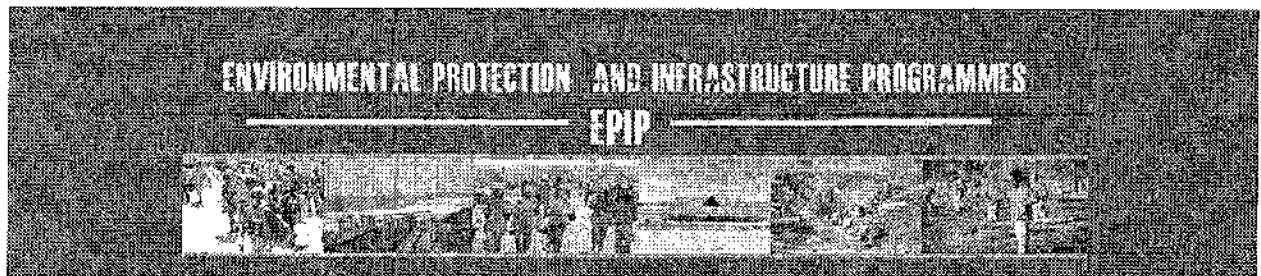
Evridiki Towers  
Registry Office No. B1-73  
19 Biccard Street  
POLOKWANE

Or hand delivered to

DISTRICT	PHYSICAL ADDRESS	OFFICE
Mopani	Zone A, Old Parliamentary Building Giyani, P/Bag X9681, Giyani, 0826	Information and Records Management (Ledet)
Capricorn	90 Bok Street, Gani House, Polokwane, P/Bag X9555, Polokwane, 0700	Information and Records Management (Ledet)
Waterberg	84 River Street, NTK Building, P/Bag X1041, Modimolle, 0510	Information and Records Management (Ledet)
Sekhukhune	Zone F & B, Parliamentary Building, Sekhukhune, P/Bag x31, Chuenespoort, 0745	Information and Records Management (Ledet)
Vhembe	Old Parliamentary Building, 1 <sup>st</sup> Block East, Thohoyandou, P/Bag X5088, Thohoyandou, 0950	Information and Records Management (Ledet)

Please make use of the reference **"Environmental Monitor"** and **"Administrator for Environmental Monitor"**.  
LEDET reserves the right not to fill these positions or if no suitable candidates are found, to re-advertise.

**Applications Close:** 15 May 2019 at 16h00.



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Department  
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