



Directorate: Revenue Management

Assistant Director

Salary: R311 784 per annum (Ref. 200/2016)

Cape Town

Requirements: • A National Diploma/degree in Commerce majoring in Financial Accounting or Management Accounting (you are required to furnish a credit certificate and/or statement of results) • Extensive experience in debt collection and General Ledger reconciliations • Proven experience in staff supervision • Knowledge of the relevant legislation (PFMA, Treasury Regulations, Departmental Financial Instructions and Accrual Accounting) • A valid driver's licence • Computer literacy in MS Office software and Oracle • Excellent communication skills • The ability to work under pressure.

Duties: • Manage debtor administration systems in order to minimise long outstanding debt • Conduct desktop and field verification of clients • Perform regular client visits and inspections • Prepare and review General Ledger reconciliations • Ensure that the correct processes are followed and revenue is collected from third parties • Prepare, review and submit monthly reports • Liaise with the fishing industry and various stakeholders • Staff supervision • Design and implement internal controls.

Enquiries: Ms G. Rangayi, tel. (021) 402-3334

Applications: daff3@humanjobs.co.za or fax: 086 762 2894

Directorate: Offshore & High Seas Fisheries Management

Assistant Director:

Demersal Fisheries Management

Salary: R311 784 per annum (Ref. 207/2016)

Cape Town

Requirements: • A 3-year tertiary qualification and extensive experience in an administrative environment • Extensive working experience in developing and implementing fisheries administration and regulatory processes within the respective fishing sectors • Extensive experience in stakeholder engagement • Knowledge of the Marine Living Resources Act, 1998 (Act No 18 of 1998), the regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights • Knowledge of the respective fisheries • Basic knowledge of financial management and supply chain management • Proven experience in project management and staff supervision • Computer literacy in MS Office software.

Duties: • Develop and implement fisheries administration and regulatory processes within Demersal Fisheries Management (hake deep sea trawl, hake/sole inshore trawl, hake longline, hake handline, horse mackerel and demersal shark) • Maintain and develop databases for Demersal Fisheries • Engage stakeholders in the enforcement of legislative and regulatory requirements to ensure optimum utilisation of marine resources • Develop necessary networks to maintain stakeholder participation which includes convening and facilitation of discussion at the management working groups • Develop permit and licence conditions and other measures to ensure compliance with the Marine Living Resources Act • Conduct necessary research prior to granting or refusal of permits in terms of the Act • Ensure development of fisheries management tools • Manage and approve the issuing of permits • Consolidate the inputs for drafting of permits conditions • Compile reports for total allowable catch and total allowable effort • Manage the administrative activities and resources within the Sub-directorate.

Enquiries: Mr M. Mqoqi, tel. (021) 402-3342

Applications: daff4@humanjobs.co.za or fax: 086 762 2910

Directorate: Inshore Fisheries Management

Assistant Director: Large Crustacean Fisheries Management

Salary: R311 784 per annum (Ref. 208/2016)

Cape Town

Requirements: • A 3-year tertiary qualification and extensive relevant experience in natural resource management (e.g. Fisheries Management) • Knowledge of the Marine Living Resources Act, 1998 (Act No 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial west coast rock lobster, south coast rock lobster and KZN Prawn Trawl fishing • Knowledge of the respective fisheries • Policy development and writing skills • Proven management skills • Conflict resolution, financial, project management, communication and analytical skills • The ability to develop strategies, implement policies, and work independently as well as within a team • Good interpersonal relations skills • The ability to work under pressure • Computer literacy • A valid Code B driver's licence.

Duties: • Assist with the management of the Sub-directorate • Assist in managing, communicating and coordinating the administrative and regulatory processes with regard to West Coast Rock Lobster, South Coast Rock Lobster, KwaZulu-Natal Prawn Trawl fishing sectors by applying the Marine Living Resources Act, 1998 (Act No 18 of 1998) ("the Act"), the Regulations promulgated thereunder and departmental policies • Assist in managing the respective fishery sectors • Contribute towards development of policies applicable to the fishery sectors • Compile Total Allowable Catch (TAC) and/or Total Allowable Effort (TAE) and permit conditions submissions • Compile inter-area schedules for the respective commercial fishing sectors • Manage and facilitate requests for information in terms of the Promotion of Administrative Justice Act and Promotion of Access to Information Act from the public and stakeholders internally and externally • Assist in maintaining and managing stakeholder participation • Provide and facilitate advice to decision makers and, to some extent, stakeholders regarding permit conditions, issuing of permits and procedures thereof • Assist in managing the administrative activities including budgeting and financial management within the Sub-directorate • Inform the development and contribute in the implementation of Strategic and Business Plans • Assist in managing all functions of the Sub-directorate including risk management.

Enquiries: Ms W. West, tel. (021) 402-3120

Applications: daff5@humanjobs.co.za or fax: 086 762 2920

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.gov.za/daoDev/doc/Z83.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months.

The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at Suite 203, SOHO on Strand, 128 Strand Street, Cape Town or 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications).

- **Gauteng:** Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria
- **KwaZulu-Natal:** Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg
- **Limpopo:** Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado
- **Mpumalanga:** Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit
- **Eastern Cape:** *King William's Town:* Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street
- **Western Cape:** *Cape Town:* Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore
Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road

Enquiries: Naomi Nortje tel. (011) 257-8012

The Department of Agriculture, Forestry and Fisheries (DAFF) and Human Communications will NOT accept liability for applications forwarded to any other address besides those indicated above.

Closing date: 10 June 2016

