

Public Policy Development. Intergovernmental and stakeholder relations. Project Management and Strategic Planning. Stakeholder Engagement. Facilitation and coordination skills. Ability to gather and analyse information. Ability to lead multidisciplinary teams. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Excellent Communication skills. A valid Driving license and willingness to travel.

DUTIES : Develop and review forestry policy framework, norms and standards for the sustainable development of forests. Work closely with other line function directorates to ensure that their strategies and implementation programmes are delivered in line with policy directives – as well as broader government’s development imperatives. Ensure the development of protocols for cooperative governance. Facilitate the implementation of forestry policy. Develop and maintain systems for Monitoring & Evaluating policy. Identify the implementation challenges of forest sector policies and programmes. Provide support on the forest sector policy awareness at national, provincial and local government levels. Collaborate with other government departments to ensure that forestry issues are well represented in broader government policy development processes. Monitor compliance with regional and international forestry-related processes. Ensure that regional and international reporting requirements are met. Facilitate bilateral and multilateral collaboration on forestry matters.

ENQUIRIES : Mr AR Madula at 072 199 1136
APPLICATIONS : FOMCT09-2026@dffe.gov.za

POST 04/70 : **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: CFO15/2026**

SALARY : R896 436 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Public Administration/Business Management or relevant qualification within the related field as recognised by SAQA. A minimum of 5 years’ experience in Public Administration or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level). Good command of written and oral English and any other official languages. Good Strategic coordination/ planning and business planning; Good Report/professional writing; Business process management; Organisation performance management. Knowledge of Risk management; Audit procedures and Project management background. Good Knowledge of accessing and operating the computerized post tracking system; Formats and routes of documentation throughout the department; Quality Control of documents. Knowledge of Public Service and Departmental procedures and prescripts. Ability to communicate effectively with stakeholders/senior managers at various levels. Ability to work with difficult people and to resolve conflict. The candidates must be in possession of the following skills: Organising, Facilitation skills, Communication (Written and verbal); interpersonal relations and good computer skills. Ability to protect the confidentiality of documents. Ability to gather and analyse information; to work independently and in a team. A highly developed sense of honesty. Ability to work under pressure and to work long hours voluntarily.

DUTIES : Provide Financial Management and Branch Administration Support. Compile and collate the Branch’s budget breakdowns. Coordinate and compile the Branch’s inputs on Procurement Plans. Coordination of the Budget review and preparation. Compile and collate Branch’s expenditure. Coordination of PAIA, EDMS Referrals and Parliamentary Questions. Provide administrative support to the Chief Financial Officer. Provide Secretariat Support for the G&A Cluster Meeting. Provide Strategic Planning and Reporting. Provide strategic and annual performance planning support for the Branch. Coordinate of inputs to the Strategic Plan, APP and AOP. Mitigation of the Branch financial risk and audit exposure. Facilitate risk assessment for the Branch. Consolidate and analyse the Branch Risk Mitigation quarterly reports. Submission of the quarterly Forensic Recommendations report.

ENQUIRIES : Ms S Zungu Tel No: (012) 399 8635
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