

Job Specification

Job Title	Compliance Manager Environmental
Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Senior Manager: Environmental
Job Level	Paterson Grade D1
Job Purpose Statement	The Compliance Manager is required to ensure that Dube TradePort's legal environmental obligations are met in line with the various legislations and regulations.
Key Performance Areas	<p>Environmental Compliance</p> <ul style="list-style-type: none"> ● Identify issues of non-compliance with relevant permits and applicable legislation; ● Identify steps to remedy issues of non-compliance and ensure issues are addressed; ● Liaise with contractors, tenants, and other divisions within DTPC to ensure that environmental compliance is achieved in the construction and operational spheres; ● Obtain approvals and update DTPC's rehabilitation plans in line with regulatory requirements; ● Undertake the appointment and manage the contracts of consultants and contractors in relation to rehabilitation efforts; ● Ensure the monitoring and measurement of rehabilitation initiatives in accordance with the relevant Rehabilitation Plan is undertaken; ● Coordinate rehabilitation initiatives with key stakeholders in and around the DTP precinct; ● Establish and maintain a formal environmental management system in accordance with accepted standards for both the Construction and Operational spheres within the DTP precinct; ● Ensure that standards, procedures and operational controls are complied with on a day-to-day basis; ● Report to management on the performance of the environmental management system as a means to facilitate continual improvement in the environmental system; and ● Any other related activities.

<p>Environmental Auditing</p>	<ul style="list-style-type: none"> ● Undertake the appointment and manage contracts of external environmental auditors for DTPC and LMJV projects; ● Establish and maintain internal audit procedures regarding environmental compliance for operational and construction spheres within DTPC; ● Coordinate the monitoring and measurement of environmental performance in accordance with relevant EMPs and other Management Plans through regular internal audits, investigations and compliance checks; ● Ensure adequate and timely audit reports are compiled and distributed; and ● Any other related activities
<p>Research of Green Projects</p>	<ul style="list-style-type: none"> ● Research best practice in sustainability and innovations in green technology with a view to identifying possible projects for Dube TradePort to pursue; ● Undertake feasibility studies and formulate project proposals for approval regarding specific green projects; ● Undertake or coordinate the implementation of approved green projects; and ● Any other related activities
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> ● Engage and liaise with the relevant authorities and interested and affected parties regarding compliance matters, emergency incidents or when necessary.
<p>People Management</p>	<ul style="list-style-type: none"> ● Manage and motivate staff to achieve maximum performance by training, mentoring & skills development ● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timely. ● Plan for and manage recruitment needs for area of responsibility. ● Ensures that the working environment contributes to improving staff morale and increasing productivity. ● Provides leadership that demonstrates the values of DTPC.
<p>Qualifications, Knowledge, Skills and</p>	<ul style="list-style-type: none"> ● Bachelor of Science with a major in an environmental related discipline OR a Degree with a major in Environmental Management ● Postgraduate qualification with a major in an environmental related discipline OR a postgraduate qualification in Environmental Management will be advantageous

**Competencies
Required**

- ISO14001 training courses: Implementation and Lead Auditor
- Registration with the South African Council for Natural Scientists
- Knowledge of environmental legislation and regulations
- Experience in research and implementation of Sustainability Projects
- Minimum of 5 years' experience in the environmental field
- Minimum of 2 years' experience in environmental monitoring/compliance with Environmental Impact Assessments and Environmental Authorisations
- Minimum of 2 years' experience in EMS implementation and maintenance
- Minimum of 2 years managerial experience
- Experience in project management will be advantageous
- Proficiency in Microsoft Office Package is essential
- People Management skills
- Professional excellence
- Service Excellence
- Ubuntu: creating open, honest relationships built on trust, mutual respect, dignity and fairness
- Innovation and creativity

Closing Date

26 November 2021

**Employment
Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment
and Selection
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification
Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers license; and
- Positive verification of current remuneration package.

**Remuneration
and Benefits**

R576,000 – R864,000 Total Cost to Company Package.

Cellphone allowance of R1,076 per month.

Non-guaranteed performance bonus.

22 Working days leave per annum.

**Application
Forwarding
Details**

Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.