

Job Specification

Job Title	Project Officer: Environmental Policy
Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Environmental Services Manager
Job Level	Paterson Grade C2
Job Purpose Statement	To provide input into wide range of environmental policy and strategy reviews relating to DTPC's environmental programme. This will include assisting in the management of EIA processes, compiling and submitting environmental authorisation applications and amendments, as well as all relations with key environmental stakeholders.
Key Performance Areas	<p>Environmental Policy and Strategy</p> <ul style="list-style-type: none"> ● Provide input and update DTPC's environmental policy and environmental strategy, where necessary. ● Liase with other departments within DTPC and monitor the policy is being implemented. <p>Environmental Advice</p> <ul style="list-style-type: none"> ● Provide technical input into DTPC projects. ● Identify legislation/environmental authorisations that may have to be complied with at pre-project inception. ● Assist the Environmental Services Manager in the procurement of service providers. <p>Develop, review and update the Dube Tradeport Sustainability Framework</p> <ul style="list-style-type: none"> ● Identify additional projects / policy interventions required to drive the DTPC environmental programmes. ● Provide input as and when required on the following: <ul style="list-style-type: none"> ○ Water demand and conservation plans ○ Carbon and water models <p>Environmental Authorisations</p> <ul style="list-style-type: none"> ● Project manage environmental impact assessments as and when required. ● Liase with other departments, such as Infrastructure and Property around authorizations for DTPC capital infrastructure projects. ● Liase with the relevant statutory bodies over non-compliance issues and undertake section 24G applications and amendment applications where necessary. <p>Environmental Management Plans/Programmes</p> <ul style="list-style-type: none"> ● Participate in the production of construction and operational environmental management programmes, as and when required. ● Liase with other Divisions, such as Property and Infrastructure to identify environmental

responsibilities and to educate tenants' around environmental best practice.

Qualifications, Knowledge, Skills and Competencies Required

- Degree or equivalent in Environmental Science or Environmental Management
- Professional registration as (Candidate of fully-fledged) with EAPASA/SACNASP (or both) is advantageous
- 3 years of proven, hands on experience in the field of environmental policy, as well as regulatory framework
- Computer Literacy (Ms office: Word, PowerPoint, Excel)
- Knowledge and understanding of Public Financial Management Act
- Experience coordinating EIA processes
- Ability to undertake field work
- Ability to liaise with a broad range of role players with confidence including Consultants, Authorities, Stakeholders and Colleagues (Spatial Planners and Engineers)
- Knowledge of environmental legislation and policy in South Africa, as well internationally
- Understanding of South African environmental, water and waste legislation
- Excellent report writing skills
- Systematic thinking
- Industry awareness
- Judgement & Decision making
- Stress tolerance
- Self-confidence
- Drive and persistence
- Strong written and oral communication
- Proactive communication
- Ability to develop networks
- Teamwork
- Ability to develop effective relationships
- Planning, Prioritising and organising
- Results focussed
- Shows initiative and proactive
- Demonstrates relevant technical and professional knowledge and skills

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

R329,200 – R460,900 Annual Basic Salary.

Cellphone allowance of R861 per month.

R582.07 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 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.