



We Are Recruiting
DEPARTMENT OF CLIMATE CHANGE

*Be Part of Our Team And Take This Challenging Opportunity To Contribute In
Protecting Our Environment*

ONE OZONE TECHNICIAN

POSITION OVERVIEW

We are seeking a highly motivated and skilled Technician to join our team. This role is essential for ensuring compliance with national legislation and policies regarding the monitoring and control of Ozone Depleting Substances (ODS) and Refrigeration and Air Conditioning (RAC) equipment.

KEY RESPONSIBILITIES

The Ozone is responsible for monitoring and controlling Ozone Depleting Substances (ODS), Refrigeration, and Air Conditioning (RAC) equipment entering the country. Key duties include collecting and sampling refrigerant gases to ensure compliance with standards, maintaining accurate records, and submitting daily reports to the Senior Ozone Officer. The technician will also monitor the use of RAC equipment in various establishments and provide training to customs officers and refrigerant technicians to promote ODS management practice.

QUALIFICATIONS AND EXPERIENCE

- i. Diploma in Refrigeration and Air Conditioning
- ii. Advance Certificate in Refrigeration and Air Conditioning plus 3years experience; or
- iii. Certificate in Refrigeration and Air Conditioning plus 5 years' experience.

COMPETENCIES AND SKILLS

- **Technical knowledge:** Understanding of Ozone Depleting Substances (ODS) and Refrigeration and Air Conditioning (RAC) systems, along with relevant regulations.
- **Data management:** Strong organizational skills for accurate record-keeping and report writing.
- **Attention to detail:** Ability to conduct thorough inspections and ensure compliance.
- **Communication skills:** Effective verbal and written communication for reporting and training.
- **Training ability:** Skills in delivering training and supporting colleagues in ODS compliance.
- **Problem-solving:** Ability to identify and address issues related to ODS and RAC equipment.
- **Teamwork:** Collaborative approach to working with stakeholders.
- **Adaptability:** Flexibility to respond to changing regulations.
- **Safety awareness:** Commitment to safety protocols when handling refrigerants.
- **Driving skills:** Valid driving license for fieldwork

ONE ACCOUNTS TECHNICIAN

POSITION OVERVIEW

We are seeking a highly motivated and skilled Technician to join our team. This role is essential for maintaining accurate financial records, processing daily transactions, and supporting financial reporting and budget management.

KEY RESPONSIBILITIES

The Accounts Technician is responsible for supporting the Climate Change and Environment Department's financial operations by processing payments, verifying financial documents, and assisting with budget monitoring and reporting. The role involves handling routine accounting tasks, reconciling expenses, and collaborating with other divisions to ensure accurate financial records. The position requires attention to detail, organizational skills, and flexibility to work outside regular hours when necessary.

QUALIFICATIONS AND EXPERIENCE

- i. Diploma in Public Financial Management/Business Studies or equivalent qualification in Accounting shall; or
- ii. Diploma in Business Studies plus AAT Level 3; or
- iii. Diploma in Business Studies plus AAT Level 4; or
- iv. 'A' level in accounting or Advanced Certificate in Accounting plus six years as an Accounts Assistant.

COMPETENCIES AND SKILLS

- **Attention to Detail:** Accuracy in recording financial transactions and identifying discrepancies.
- **Analytical Thinking:** Ability to interpret financial data, perform reconciliations, and contribute to financial reports.
- **Proficiency in Accounting Software:** Skilled in using accounting systems (e.g., TIS and Cashier module) and Microsoft Excel for data management.
- **Time Management:** Efficient in handling multiple tasks, meeting deadlines, and managing workload in a fast-paced environment.
- **Problem-Solving:** Capable of identifying and resolving financial discrepancies and accounting issues.
- **Numerical Skills:** Strong understanding of financial principles and mathematics.
- **Communication:** Clear and effective communication to collaborate with team members and other departments.
- **Organizational Skills:** Ability to maintain accurate financial records and ensure proper documentation.

BENEFITS

- Salary commensurate with experience and qualifications.
- Professional development opportunities and support for continuing education within a dynamic and inclusive work environment that fosters growth and development.

HOW TO APPLY

Interested candidates should submit the following; **to the Administration and Human Resource Section, P. O .Box 445 Botanical Gardens, Mont Fleuri, or to recruitment@env.gov.sc**. Please include "Ozone Technician or Accounts Technician" in the subject line of your email.

- **Covering letter** - outlining your qualifications, relevant experience, and interest in the position.
- **Application form** – forms are available at the office reception at Botanical Gardens, Mont Fleuri (4670500) and MACCE website <https://macce.gov.sc/wp-content/uploads/Employment-Application-Form.pdf>
- **Updated Curriculum Vitae (CV)**
- **Qualification certificates/References**
- **Copy of ID card**

Incomplete application will not be considered.

For further clarifications, please email recruitment@env.gov.sc

Closing Date:14th October 2024