

- local and international) on opportunities and threats (variables / non-variables) in relation to viability and sustainability of livestock farming. Validate the reliability of economic models. Forecast / project possible outcomes within a specific environment / situation. Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia include the following: Determine the training needs of clients and industrial role players (liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions, e.g. course material / study guides. Compile a curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentations. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and / or short courses in accordance with the set timetable. Ensure that assessment and moderation of assessments takes place in accordance with the required standards (e.g. Higher Education Quality Committee standards). Develop and implement a capacity building plan. Conduct classes in agricultural management and economics. Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorials. Maintain discipline during classes. Compile question papers and memorandums for assessment. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through an advisory and consultative role. Moderation of exams as required. Undertake and oversee the provision of advice to internal and external stakeholders on agricultural economic matters. Liaise with relevant role-players in the livestock industry. Provide advice on viability of different scenarios on request. Provide general advisory and extension support services to clients. Monitor and analyse efficiency indicators obtained from individual production units to identify managerial aspects to improve profitability and sustainability. Conduct short courses and presentations for training purposes. Perform administrative and related functions which would, inter alia, entail the following: Give input towards policy. Provide inputs for budget planning. Compile and submit reports. Guidance to internal clients, co-workers etc. Participate in developing the annual work plan. Comply with the Public Service prescripts and departmental policies. Human resource responsibility including: Supervise supervisees. Development of supervisees. Maintain discipline. Plan and prioritize work of supervisees. Performance management. Develop, implement and maintain databases.

**ENQUIRIES
APPLICATIONS**

: Mr. T Cebani Tel No: (049) 802 6725
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or Grootfontein College of Agriculture, Middelburg, Eastern Cape.

NOTE

: African and Indian males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.

POST 19/10

: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/188 (X2 POSTS)**
 Directorate: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum (Level 09)
 : Northern Cape (Kimberley)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Labour Relations, Human Resource Development, Public Administration / Public Management (NQF Level 6). 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA) and Public Finance Management Act (PFMA). Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence. The Personal and Salary Administration System (PERSAL) Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration.

DUTIES

: Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new

developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshop / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Performance Development Planning (PDP). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure the EPMDS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated services with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that the employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation of PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances with the prescribes period.

ENQUIRIES
APPLICATIONS

: Mr C Makebe Tel No: (053) 830 4000
: Applications can be submitted by post to: Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

NOTE

: Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.

POST 19/11

: **SENIOR LECTURER REF NO: 3/2/1/2022/214**
: Directorate: Grootfontein Agricultural Development Institute

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Eastern Cape (Middelburg)
: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Agriculture or Bachelor Honours Degree in Agriculture or Postgraduate Diploma in Agriculture (NQF 8) with specialisation in specified fields of study (major subjects). Compulsory registration as assessor /