

## DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

*It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.*

- APPLICATIONS** : Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at Suite 203, SOHO on Strand, 128 Strand Street, Cape Town or 3 Autumn Street, Rivonia, or you can apply online at [www.humanjobs.co.za](http://www.humanjobs.co.za) Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Naomi Nortje tel. (011) 257-8012  
Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria  
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg  
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado  
Mpumalanga: Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit  
Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue, Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street  
Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore, Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road
- CLOSING DATE** : 10 February 2017
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at <http://www.daff.co.za/doaDev/doc/Z83.pdf> which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

## OTHER POSTS

- POST 04/01** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 20/2017**  
Directorate: Human Resources Management
- SALARY** : R311 784 per annum
- CENTRE** : Cape Town

- REQUIREMENTS** : Applicants must be in possession of a diploma or degree in Human Resource Management or relevant qualification with functional experience of performance management. Knowledge of Public Service Acts, Public Service Regulations and DPSA directives and prescripts relating to performance management incentives. Sound organising and planning skills. Good communication skills both verbal and written. Good report-writing skills. Computer skills in MS software. Conflict resolution skills. Working knowledge of PERSAL. Valid driver's licence (Code 08) and ability to drive.
- DUTIES** : Implement and maintain the approved employee performance management and development system. Coordinate and facilitate the timeous submission of employee performance documentation. Plan and organise performance management and development workshops and sensitise sessions for employees, supervisors, management and unions. Develop and implement the action plan to ensure that employees submit performance reviews and assessments. Conduct research to improve performance management processes. Be responsible for the supervision and mentoring of subordinates as well as performance management.
- ENQUIRIES** : Mr A. Frans, Tel no: (021) 402-3010  
**APPLICATIONS** : [daff30@humanjobs.co.za](mailto:daff30@humanjobs.co.za) or fax: 086 537 5311
- POST 04/02** : **SENIOR EMPLOYEE LABOUR RELATIONS PRACTITIONER REF NO: 19/2017**  
 Directorate: Human Resource Management
- SALARY** : R262 272 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a National Diploma or degree with extensive experience in a labour relations environment preferably in the Public Service. Knowledge of the Labour Relations Act and other legislation governing the Public Service as well as the applicable HR Regulations. Sound organising and planning skills. Good communication skills both verbal and written. Good report-writing skills. Computer skills in MS software. Good conflict resolution skills. Valid driver's licence (minimum Code 08). Ability to work under pressure. Working knowledge of PERSAL.
- DUTIES** : Render services related to labour relations matters. Conduct grievance investigations. Facilitate effective human resource management and sound labour relations in the unit. Compile appointment letters of investigating officers and presiding officers in disciplinary cases and grievance investigations. Draft notices of disciplinary hearings and formulate charges. Monitor progress of disciplinary hearings. Compile outcome letters on labour relations matters and ensure implementation of the outcome. Represent the Department at the Bargaining Council. Update database of grievances and other related matters on a monthly basis. Capture labour matters on PERSAL. Compile labour relations reports for relevant stakeholders.
- ENQUIRIES** : Mr A. Frans, Tel no: (021) 402-3010  
**APPLICATIONS** : [daff31@humanjobs.co.za](mailto:daff31@humanjobs.co.za) or fax: 086 607 9966