

Job Specification

Job Title	Landscape and Rehabilitation Officer
Category	Permanent Position
Division	AgriZone
Reporting To	Senior Manager: AgriZone Operations
Job Level	Paterson Grade C3
Job Purpose Statement	To operate the nursery and supervise landscaping and alien vegetation and rehabilitation requirements for DTPC.
Key Performance Areas	<p>Landscaping and ground maintenance</p> <ul style="list-style-type: none"> ● Implementation of AgriZone landscaping maintenance ● Management of outsourced landscaping maintenance service providers ● Assist in planning and execution of new landscaping projects in DTP ● Manage grounds maintenance for Dube AgriZone and all DTP precincts ● Ensure AgriZone green waste is disposed of as and when necessary & implement organic waste management plan according to procedures <p>Legal and regulatory compliance</p> <ul style="list-style-type: none"> ● Ensure staff work according to Health and Safety regulations ● Ensure all PPE is sufficient at all times ● Ensure the sub-program complies to CARA, NEMA, NEMWA and NEMBA <p>Nursery Operations</p> <ul style="list-style-type: none"> ● Implement stock management and control procedures ● Count stock and do requisitions of stocks required to the manager ● Monitor levels of stock, plants potted, seeds collected and propagated ● Ensure work areas are tidy & good housekeeping practices ● Supervise production and ensure that plant production is as per the production plan ● Facilitate seed collection and propagation in collaboration with the Botanist ● Conduct visual checks on assets for action to be taken where necessary

Qualifications, Knowledge, Skills and Competencies Required

	<ul style="list-style-type: none"> ● Control maintenance of all nursery tools & equipment, and complete monthly tools & equipment checklist ● Manage supply of nursery consumables contract and ensure monthly consumables stock count
Rehabilitation and alien vegetation control	<ul style="list-style-type: none"> ● Input into development and implementation of rehabilitation (and maintenance) plans ● Ensure proper maintenance of all equipment used for rehabilitation and alien control ● Assist in site wide rehabilitation program ● Participate in the site wide invasive alien species program management
People Management	<ul style="list-style-type: none"> ● Schedule teams and work to meet targets ● Ensure all leave and HR issues are communicated ● Coordinate teams and team members and ensure there is clear communication between them ● Facilitate staff training ● Facilitate employee development and learning ● Assist staff with access to Employee Wellness Programme ● Assist in management of staff where necessary ● Ensure that the working environment contributes to improving staff morale and increasing productivity ● Conduct employee performance reviews
Contractor Monitoring	<ul style="list-style-type: none"> ● Assist in monitoring of landscaping maintenance contract, nursery consumables contract and rehabilitation equipment maintenance contract ● Participate in Supply Chain Management Processes ● Participate in Bid Specification/Evaluation
	<ul style="list-style-type: none"> ● Diploma or Higher Certificate in Horticulture or similar, preferably as a qualified Horticulturist ● 3-5 years' experience in nursery, plant management or Horticulture environment ● 1-3 years' experience in landscaping and maintenance ● 1-3 years supervisory experience and dealing with labour related issues ● Thorough knowledge of OHS requirements as it pertains to a nursery and agriculture environment ● Extensive knowledge of plant species with specific reference to alien vegetation, indigenous species and landscaping plants ● Must be fluent in isiZulu and English ● Organising and co-ordinating skills ● Ability to supervise large number of people with high level of discipline ● Delivery orientated ● Team player and collaborator ● Good communication skills, both written and verbal ● Ability to motivate staff ● Energetic

Closing Date

- Professional excellence

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; and
- Positive verification of current remuneration package.

Remuneration and Benefits

R380,600 – R532,800 Total Cost to Company.

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.