



Eseltjiesrus Donkey Sanctuary

VACANCY FOR DONKEY CARE, WELFARE & FARM MANAGER MCGREGOR, WESTERN CAPE

REPORTING TO: The Chairperson of the Board of Eseltjiesrus Donkey Sanctuary (EDS) (until such time as an Executive Manager is appointed)

AREAS OF RESPONSIBILITY:

- Donkey Care and Welfare on- and off-site
- Farm Management
- Health, safety, fire and security

KEY PERFORMANCE AREAS:

1. Donkey Care and Welfare
2. Farm Development and Maintenance
3. Health, safety, fire and security
4. Work force management
5. Administration and reporting

List of work performance areas:

1. **Donkey care and welfare ON-SITE**

Accountable for:

- a. Ensure all care is in compliance with approved and accepted good Animal Welfare practices.
- b. Ongoing training and development of “Best Practices’ Donkey Care” material for EDS.
- c. Ensure appropriate skillful and continuous examination, planning, implementation and adjustment of feed rations and contents according to individual donkey needs and expert recommendations.
- d. Ensure daily feeding and hands-on physical care of each individual donkey i.t.o. picking hooves, cleaning eyes, wound treatment, brushing, fly spray application etc. including training of shy donkeys, water trough maintenance, reporting and recording.
- e. Ensure and/or attend to treatment of wounds, examination of unusual behavior and/or symptoms. Medicate where necessary.
- f. Manage Veterinary, Dentistry, Farrier deworming etc. communications and scheduling.
- g. Ensure manure pick up and internal/external parasite management, medication.
- h. Ensure training and integration of new and shy donkeys and herd management.
- i. Manage the process of taking in new donkeys.
- j. Plan and ensure implement rehabilitation of grazing and rotating fields.
- k. Procure feed and care equipment supplies.
- l. Manage risks i.t.o. feed and donkey health
- m. Feedback and photos on donkeys and procedures for social media and six-monthly adopter donkey reports

2. **Donkey care and welfare OFF-SITE:**

Accountable for:

- a. Ensure all interventions are in compliance with approved and accepted good Animal Welfare practices.
- b. Ongoing training and development of “Best Practices’ Donkey Care” material for use by others outside of EDS.
- c. Respond to donkey care and welfare queries promptly and source correct information
- d. Investigate, select and mentor possible foster homes.
- e. Monitor care and welfare of donkeys in foster homes.
- f. Where possible aid in re-homing opportunities. Offer guidance and mentoring to new homes if practical and applicable.
- g. Build and maintain relationships with animal welfare network partners, foster homes and new homes.
- h. Respond/Intervene via appropriate Animal welfare partners i.t.o. animals in distress and emergencies out of our reach.
- i. Follow up, mentor and monitor donkey welfare after ‘incidents’ appropriately.

3. **Farm Development and Maintenance**

This overlaps with the Farm Foreman’s portfolio and needs to be shared

Accountable for:

- a. Ensure Farm Foreman attends to the following:
 - i. Daily farm maintenance routine (Gardens, paths, buildings and structures, irrigation, mowing, weeding, fertilization, pipelines, water supply (including Leiwater), electricity, plumbing, sewerage, water tanks, boreholes, pumps, gates, fences and general cleaning etc.). Ensure site and buildings are maintained i.t.o. regulations w.r.t management of fire hazards, security, health and safety.
 - ii. Ensure workshop - General upkeep and housekeeping, tools, equipment (cleaning, use, maintenance, and repairs)
 - iii. Ensure maintenance of grazing, irrigation, weeding, poisonous plants, fencing and shelters
 - iv. Ensure development of gardens, paths, special features.
- b. Plan and implement, sometimes through liaison with outside contractors w.r.t. to maintenance, repairs, development and minor building work (in consultation with Finance Manager)
- c. Procure and maintain all equipment and hardware supplies for farm maintenance including repairs and maintenance of EDS vehicles.
- d. Risk management i.t.o. sustainability (Water sources, grazing, buildings and structures).
- e. Attend local Farm Watch meetings and form part of communications group.
- f. Attend Vrolijkheid Water Users Association meetings and stay up to date with current Leiwater matters.

4. **Health & Safety, Fire and Security**

This portfolio is shared with the Visitor Centre Manager, Farm Foreman and Donkey Care Officer.

Accountable for:

- a. Meet with Deputy Health and Safety Officers and Health and Safety Committee once a month to plan and implement:
 - i. Quarterly emergency drills
 - ii. 6-monthly rotation with Deputy Health and Safety Officers
 - iii. Develop and maintain a comprehensive Emergency plan for Site and Staff.
 - iv. Keep abreast of and ensure compliance of national health disease control regulations e.g. Covid 19
 - v. Ensure ongoing training and awareness of emergency procedures i.t.o. fire-fighting, First Aid and correct incident reporting & recording. Maintaining a register of all incident reports.

4. **Work force Management**

Accountable for:

- a. Actual staff supervised on a day-to-day basis (see organizational chart for details).
- b. Take part in selection process of new staff and annual performance reviews.
- c. Ensure all staff sign and receive contracts.
- d. Ensure all staff receive induction i.t.o. EDS Vision, Mission, Policies, and Procedures and have a clear understanding of their Job Descriptions.

- e. Ensure continued support and training of staff where necessary i.t.o. Job description and duties and outcome expectancies.
- f. Ensure all new staff receive comprehensive training
- g. Ensure all staff receive ongoing training and upskilling in donkey care and donkey related matters
- h. Identify skills shortages and training needs and address them i.t.o. farm maintenance and equipment
- i. Ensure regular weekly meetings and communication with Farm Foreman, Donkey Care Officer and staff w.r.t. to planning of work and implementing.
- j. Plan and distribute monthly duty calendar for Donkey Care and Site staff.
- k. Attend available and relevant information and education opportunities and transfer knowledge gained to relevant staff members.
- l. Assist with the setting up of “hands-on” events (experiences) at the Sanctuary for interested visitors and volunteers.
- m. Manage and monitor – Contract hours, Leave applications, Attendance Records and performance. In conjunction with the HR manager
- n. Ensure comprehensive records are kept i.t.o. staff interventions i.t.o. work performance, EDS policies and codes, disciplinary and grievance procedures.

5. Administration and Reporting

Accountable for:

- a. Accurate record keeping and reporting of Donkey Care and Welfare, Farm Development and Maintenance, Healthy & Safety and Staff related matters.
- b. Accurate reporting and communication of appropriate and necessary information referred to in “a.” above, to all stakeholders in the organization.
- c. Weekly communication w.r.t. donkey care and health related matters to the relevant staff members for use in their respective roles as carers, Visitor Guides and Public relations (dealing with the donkeys, public, adopters and supporters).
- d. Liaise with and maintain relationships with suppliers and service providers.
- e. Liaise, maintain relationships and network with other Animal Welfare organisations.
- f. Participate in Exco meetings.
- g. Portfolio reporting to Board and Board Meetings 3 times a year.
- h. Portfolio reporting at AGM.
- i. Participate in setting up of annual budget.
- j. Familiarize yourself with budgeting, income and expenditure history.
- k. Plan expenditure to maintain Donkey Care, Welfare and Farm against budget parameters.

MaraisButton & Associates has been retained to manage this recruitment drive. Interested candidates must send a motivation letter expressing your suitability for the role, and an updated CV with contact information of three work-related referees to annelie@maraisbutton.co.za

Closing date: 23 February

Contact will only be made with shortlisted candidates.