

## APPENDIX C: OCCUPATIONAL GAP ANALYSIS

1. Type of organisation (please circle): Public sector (national/ provincial/ local); Private sector (Corporate/SME); Research institution; NGO
2. Number of full-time employees:.....

*The overall goal of the National Biodiversity Strategy and Action Plan (NBSAP) 2005, is to conserve and manage South Africa's biodiversity (on land and in water), thus ensuring sustainable and equitable benefits to South African population, in the short and long term.*

3. As an institution, what is your **specific mandate (role and responsibilities)** in carrying out the abovementioned goal?
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### **Note to respondent:**

*The purpose of the occupational gap analysis is to establish, for the successful implementation of the specific biodiversity mandate of the organization, the following information:*

*Scenario A: The current occupational and qualifications profile available in the workforce in the CORE and SUPPORT occupations.*

*Scenario B: Future and "ideal" occupational and qualifications profile required in the workforce for the next 5 years in the CORE and SUPPORT occupations;*

*The analysis of the data will establish the extent to which a gap exists between scenario A and scenario B, which will inform a more comprehensive picture of what the transition from Scenario A to Scenario B may look like in the sector. The example provides you with a guideline for completion. You may consult with the HSRC interviewer on the most effective way to access this information from the relevant records.*

## EXAMPLE OF OCCUPATIONAL GAP ANALYSIS

SCENARIO A: CURRENT WORKFORCE PROFILE										
	Entry Qualifications required	Minimum years of relevant work experience required	Current equity status							
Population group			African		Coloured		Indian		White	
Sex			M	F	M	F	M	F	M	F
CORE <sup>1</sup> OCCUPATIONS										
Chief Scientist	MSc. Botany	4 years							1	1
GIS specialist	BSc. with at least GIS short course	0							1	
Project Manager	B.Tech. (Nature Conservation)	2		1					1	
SUPPORT OCCUPATIONS										
Human resources manager	Diploma HRM	2 years							1	
Website developer	B.Tech.	1 year					1			
SCENARIO B: FUTURE OR “IDEAL” WORKFORCE PROFILE (in 5 years)										
	Entry Qualifications required	Minimum years of relevant work experience required	Future equity status							
			African		Coloured		Indian		White	
			M	F	M	F	M	F	M	F
CORE OCCUPATIONS										
Chief Scientist	PhD in Botany	6 years	1	1	1				1	1
GIS specialist	M.Sc. with GIS incorporated	2 years	1		1				1	
Project Manager	B.Tech. (Nature Conservation) plus project management	2 years	1	1					1	1
Systems Analyst/IT specialist	M.Sc. with Botany, Computer Science	1 year					1			1
SUPPORT OCCUPATIONS										
Human resources manager	B.Comm(HR)	10 years							1	1
Website developer	B.Tech	1 year					1		1	2

<sup>1</sup> Core occupations refer to those occupations that are fundamental to carrying out the biodiversity-related mandate; support occupations refer to those occupations that support those in the core occupations in carrying out the core mandate, and the efficient functioning of the organisation's core business.

Please return to: [sefmasser@hsr.ac.za](mailto:sefmasser@hsr.ac.za) or fax to 012 302 2413; Tel: 012 302 2428

## OCCUPATIONAL GAP ANALYSIS

[illegible]

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