



# FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE

Fort Cox Agriculture and Forestry Training Institute seeks to employ dynamic and qualified persons for the following vacant permanent position:

## Executive Secretary: Principal

• Salary: R316 791.00 per annum (SL 08) • REF NO.: 01/001/21

**Requirements:** • Grade 12 • 3 year National Diploma or Bachelor Degree in Office Management/Administration or relative field • 5 years' experience as an Executive Secretary • Experience as Executive Secretary or similar administrative role • Proficient in all MS Packages (MS Word, MS Excel, MS Access and MS Outlook) • Knowledge of office management and basic accounting procedures • Excellent organizational and time-management skills • Outstanding communication and negotiation abilities • Excellent organisational and time-management skills • Integrity and confidentiality • Fluency in English and Xhosa • Valid driver's license (Code 08)

**Key Performance Areas:** • Provide administrative and clerical support to the office of the Principal • Co-ordinate meetings • Manage travel and accommodation • Handle correspondence and information requests • Have ability to work independently and under pressure without supervision.

### Further Important Information

Fort Cox Agriculture and Forestry Training Institute is an Equal Opportunity, Affirmative Action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose appointment will promote representivity will receive preference. Females and disabled persons are encouraged to apply.

Applicants are required to submit Fort Cox employment application form, which is available in our website: [www.fortcox.ac.za](http://www.fortcox.ac.za), covering letter, a detailed CV with at least three (3) contactable referees, certified copies of required qualifications and a valid ID or Passport. All applicants in possession of foreign qualifications must ensure that the South African Qualification Authority (SAQA) evaluates these and an evaluation certificate must be submitted with the application. Failure to comply with the requirements will result in the application being disqualified.

**Candidates requiring additional information should direct their enquiries telephonically to:** HR Manager – Mr Siyabulela Rawula on (040) 653 8033/2/4/5.

**Applications must be submitted in the following ways:**

**Posted to:** the following postal address for attention: HR Manager, Fort Cox College of Agriculture & Forestry, P.O. Box 2187, King Williams Town, 5600

**OR hand delivered to:** HR Manager: Mr Siyabulela Rawula, Fort Cox Agriculture and Forestry Training Institute, Main Administration Building, Cwaru Road, Middledrift.

**FAXED AND E- MAILED APPLICATIONS WILL NOT BE CONSIDERED.**

Should you not receive any response within 30 days of the closing date, please accept that your application was unsuccessful. Communication will be done only to shortlisted candidates.

**Closing Date: 26 March 2021.**