



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 positions:

8. Administration Officer: Office of the Council Secretariat (3 YEAR FIXED TERM CONTRACT): REF number: 08/06/2022

Salary Level: 7

Salary: R261 372 per annum

Requirements: An Office Management and Technology Diploma or related qualification; NQF level 7 would be an added advantage. At least a minimum of 5 years of experience in personal assistance experience years administrator capacity of which 2 years were at an executive assistant level. A valid driver's license EB. Computer literacy with advanced working knowledge of MS Office particularly Excel and PowerPoint. Detail Oriented. Integrity and confidentiality. Effective verbal, listening, and written communication skills. Social media and basic research skills.

Key Performance Areas: Assisting with presentations and reports, Setting up and preparing meeting room and presentation equipment, Minutes taking at Council/Committees meetings, and preparing thereof. Assisting in preparing and collating Council/Committees meeting packs. Maintaining the filing and database systems. Formatting documents. Initiating procurement activities relating to Council Secretary Office. Handle confidential documents ensuring they remain secure.

Further Important Information:

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

Applicants are required to submit a Fort Cox employment application form, which is available on our website:

www.fortcox.ac.za, 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 inquiries telephonically to:

Assistant Manager HR – Mr Lusindiso Mahlala on 040 653 8033/2/4/5.

Applications must be submitted in the following ways:

Posted to: the following postal address for attention:

ASSISTANT MANAGER HR: Mr Lusindiso Mahlala

Fort Cox College of Agriculture & Forestry Training Institute, P.O. Box 2187, King Williams Town, 5600

Or hand-delivered to:

Fort Cox Agriculture and Forestry Training Institute, Main Administration Building, Cwaru Road, Middledrift. **FAXED AND EMAILED 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: 24 June 2022