



FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE

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

Corporate Services Manager (Permanent) Ref: 01/08/22

Salary Level: 12

Salary: R882 042 (Per annum) All Inclusive

Minimum Requirements

Matric (NQF Level 4) and Bachelor's Degree (NQF Level 7), Honours (NQF Level 8) in a Business related discipline such as Business Management/Public Administration and Business Administration. A Master's Degree (NQF Level 9) will be an added advantage.

Key Performance Areas

Provide strategic leadership in Governance and Operations Management. Coordinates and drives the preparation for the annual review of the Institute Strategic Plan.

Facilitates and drives the timely and accurate preparation of the College's annual budget in line with Strategic priorities. Encourage and builds an organization's requirement for optimal performance through implementing change management. Oversee the entire day-to-day operational requirement of the HR, FMID, and ICT functions including those activities on the campus.

Development and implementation of best practice policies, procedures, and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Render communication and information technology services to meet the specific needs of the college.

(See detailed Job Description on our website)

Further Important Information:

Fort Cox Agriculture and Forestry Training Institute is an Equal Opportunity, 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 covering letter, a detailed CV with at least three (3) contactable referees, and certified copies of the required qualifications, and a valid ID or Passport. All applicants in possession of foreign qualifications must ensure that these are evaluated by the South African Qualification Authority (SAQA) 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 HR Manager – Mr Lusindiso Mahlala on 040 653 8033/4/5.

Applications must be submitted in the following ways:

Posted to: the following postal address for attention:

Assistant HR Manager

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

Or hand-delivered to:

Assistant HR Manager

Fort Cox Agriculture and Training Institute, Main Administration Building, Cwaru Road, Middledrift, or Email to HRecruitment@Fortcox.ac.za.

FAXED 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: 2/09/2022