



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:

(Re-Advertisement)

Corporate Services Manager (Permanent) Ref: 01/01/23

Salary Level: 12

Salary: R908 502 (Per annum) All Inclusive

Minimum Requirements

Matric (NQF Level 4), A post matric qualification in Human resources Management (NQF Level 7), Possession of an NQF Level 8 and above as well as previous work experience in agriculture and rural development sector will be an added advantage. At least 5 years of relevant experience at the operations management level. Driver's license (EB) and Computer Skills. Proven track record in driving change management and organizational development.

Key Performance Areas

Provide strategic leadership in Human Resources Management. Develop and Coordinates Skills Development Strategy and Talent Management Strategy. Establish and Chair the Institute Training Committee. Manage relationship between organised labour and the organisation. Maintain relationship with the internal and external stakeholders of the institution. Develop and Manage budget of the component. Champion organisational and staff performance through the establishment and implementation of a performance management and development system. Oversee the entire day-to-day operational requirement of the HR, FMID, and ICT functions including those activities off 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 institute.

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. **Preference will be given to Females and persons with disabilities.**

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:

NB: The position is being re-advertised and applicants that responded to the previous advertisement need to re-apply.

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

Applications must be submitted in the following ways:

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: 27/01/2023