



# 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 position:

## Payroll Clerk

• **Salary: R208 584 p.a. (SL 06)** • **REF NO.: 05/002/21** • **Permanent**

**Requirements:** • Grade 12 with accounting • 2 years' experience financial management, directly involved in payroll management • Basic knowledge of financial management practices, ability to collate and capture financial data, ability to operate computer • Basic knowledge of the Public Service legislation, procedures and treasury regulations (BCEA, PSA, PFMA, ITA) • Practical knowledge of payroll management system.

**Key Performance Areas:** • Processing of monthly employee salaries • Prepare third party pay overs • Updating of accounting records • Maintenance of employee standing data.

### 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 and 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 tel: (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: 28 May 2021.**