

FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE



Fort Cox Agriculture and Forestry Training Institute seeks to employ dynamic and qualified people for the following vacant positions:

- 1. Corporate Services Manager & Company Secretary (Permanent)**
Ref Number: 01/01/2025
Post Level: 12
Salary: R958 824 (Per annum) All Inclusive

Minimum Requirements: • Grade 12 (NQF Level 4), • A post-matric qualification in Human resources Management (NQF Level 7), and Labor Law. • Possession of an NQF Level 8 and above, as well as previous work experience in a further and higher education environment will be an added advantage. • A proven track record in driving change management and organizational development is key. • Possession of a Driver's license and • Computer Skills is an added requirement.

Key Performance Areas:

- Provide strategic leadership in Human Resources Management and Development.
- Develop and monitor the implementation of the Corporate Services Strategy and Human Resource Plan of the Institute.
- Develop and monitor the implementation of a Performance Management and Development System.
- Chair and monitor the Labour Bargaining Forum.
- Develop policies and charters and monitor their implementation.
- Prepare and present quarterly performance reports to the Corporate Services Committee of the Council.
- Perform the role of the Council Secretary and undertakes all statutory responsibilities of the Council
- Oversee the entire day-to-day operational requirement of the Human Resources, Facilities Management, and Infrastructure Development, and Information and Communication Technology functions including those activities off the campus.

2.Total Quality Assurance and Institutional Planning Manager (Office of the Principal) (Permanent)

Ref Number: 02/01/2025

Post Level:

11 Salary: R811 560 (per annum) All Inclusive

Minimum Requirements: • Grade 12(NQF Level 4), • Master's Degree in the field of Business Management/Public Administration/Total Quality Management. • Possession of a postgraduate certificate in Strategic Planning, Monitoring and Evaluation will be an added advantage. • Driver's license and computer skills are compulsory. • Preference will be given to candidates with current or previous work experience in a Further Education or Higher Education Institution.

Key Performance Areas:

- Facilitation of strategic and operational planning of the Institute.
- Development of Annual Performance Plans.
- Liaison with the South African Qualifications Authority (SAQA), Council of Higher Education (CHE), Quality Council for Trades Occupations (QCTO), Employer bodies and other statutory bodies on quality assurance matters and qualification accreditation.
- Liaison with internal and external auditors.
- Generate quarterly, midterm and annual reports in line with relevant prescripts.
- Develop and monitor risk and fraud register.
- Develop policies, standard operating procedures and strategies that are relevant to quality assurance.
- Be a custodian of all institute academic information and records.
- Render technical and support to the Principal.
- Manage human and financial resources of the component.

3. Head of Department: Forestry and Natural Resource Management (Permanent)

Ref Number: 03/01/2025

Post Level:11

Salary: R811 560 (per annum) All Inclusive

Requirements: • Grade 12; • Master's in Forestry /Natural Resources Management. • A post-graduate certificate in education or certificates in assessor and moderator and registration with the relevant professional body will be an added advantage. • Preference will be given to candidates with two years or more in management. • A valid EB driver's licence.

Key Performance Areas:

- Manage the development and implementation of the academic curriculum for the Forestry and Nature Resource Management disciplines according to the relevant quality standards.

- Oversee and ensure effective teaching and learning.
- Manage applied research and community engagement.
- Manage administrative and extra-curricular activities. Co-ordinate Forestry activities.
- Manage human and financial resources allocated to the Department.

4. Senior Lecturer: Agricultural Engineering

(Permanent)

Ref Number:04/01/2025

Post Level:10

Salary: R527 298 (per annum)

Minimum Requirements: • Grade 12 (NQF Level 4), • Master of Science (MSc) in Agricultural Engineering or equivalent, • Registration with the Engineering Council of South Africa (ECSA) as a candidate or professional engineer, technologist, or technician. • The following will be an added advantage: 3 years of teaching experience, Industry experience; as well as Higher Education teaching qualification, assessor, and moderator. • Possession of a valid EB driver's license • Computer skills are compulsory.

Key Performance Areas:

- Plan and Facilitate teaching and learning activities.
- Prepare manuals.
- Conduct assessments, and applied research, supervise student's experiential learning and research projects.
- Carry out community engagement activities and coordinate Agricultural Engineering activities within the department.

NB:

- **The position of Head of Department: Forestry and Natural Resource Management is being re-advertised and applicants who responded to the previous advertisement need not to re-apply as they will be automatically considered.**
- **For all advertised positions, candidates will be subjected to practical assessment.**

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, 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:
Assistant Manager: HR – on 040 653 8033/2/4/5.

Applications must be submitted in the following ways: ***Hand delivered to HR Office or Email to HRecruitment@Fortcox.ac.za.*** Assistant Manager: HR: Mr L. Mahlala
Fort Cox Agriculture and Forestry Training Institute, Main Administration Building, Cwaru Road, Middledrift. **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: 07 February 2025