



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:

EXTERNAL ADVERTISEMENT

RE-ADVERTISEMENT

OFFICE OF THE PRINCIPAL

TOTAL QUALITY ASSURANCE AND INSTITUTIONAL PLANNING MANAGER

DURATION: PERMANENT

SALARY LEVEL: 11

SALARY: R896 435 (PER ANNUM) ALL INCLUSIVE

REF NUMBER: TQA/11/2025

MINIMUM REQUIREMENTS:

- Grade 12 (NQF Level 4), Honours' Degree in the field of Business Management/Public Administration/Total Quality Management.
- Possession of Masters' Degree and/or a postgraduate certificate in Strategic Planning, Monitoring and Evaluation will be an added advantage.
- At least a minimum of 5 years working experience in the relevant field, of which 2 years must be at a supervisory and/or management level.
- Previous work experience in a Further Education or Higher Education Institution will be an added advantage
- Driver's license and computer skills are compulsory.

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.

CHIEF FINANCIAL OFFICER DURATION: PERMANENT SALARY LEVEL: 12 SALARY: R1 059 105 (PER ANNUM) ALL INCLUSIVE REF NUMBER: CFO/11/2025

MINIMUM REQUIREMENTS:

- Grade 12 and a Degree [NQF-8] in Financial Management/Accounting, Management Accounting or Equivalent in the related field of study.
- Postgraduate qualification and completed articles will be an added advantage.
- A Minimum of 5-10 years' work experience in finance environment, should include financial management, audit, risk management, budgeting and revenue management, working capital and cash flow management.
- At least 3-5 years must be at the supervisory and management level.
- Strong technical knowledge of GRAP and International Financial Reporting Standards (IFRS).
- Knowledge of relevant legislative framework, including PFMA, National Treasury regulations Higher Education Act and FET Act.
- Registration with a relevant regulatory board will be an added advantage.

KEY PERFORMANCE AREAS:

- Strategic Leadership And Management
- Financial Management
- Supply Chain And Liabilities Management
- Audit Assurance; Governance And Risk Management
- Human Resources Management And Development
- Legislation, Policy Development And Implementation
- Stakeholder Management and Management of Financial Projects.

NB: For 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 representative (race, gender & disability). The candidature of persons whose appointment will promote representative 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 – Mr L. Mahlala on 040 653 8033/2/4/5.**

Applications must be submitted in the following ways:

Hand delivery: Fort Cox Administration Building, Cwaru Road, Middledrift 5600

Email: HRecruitment@Fortcox.ac.za (All emailed applications must be one merged pdf document)

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: 12 December 2025

