



## **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 positions:

### **1.ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT**

**REF NUMBER: SCM/04/2026**

**DURATION: PERMANENT**

**SALARY LEVEL: 9**

**SALARY: R487 197 PER ANNUM**

#### **REQUIREMENTS:**

- Grade 12 and Bachelor's Degree or Advanced Diploma (NQF Level 7) in Supply Chain.
- 5 years' experience in Supply Chain Management/Auditing, 3 years must be at a supervisory level.
- A valid driver's license code EB.
- Knowledge of legislations, policies and prescripts on Supply Chain Management and Asset Management, PPPFA, BBBEEA, SCM Framework, Treasury Regulations, computer Literacy.

#### **KEY PERFORMANCE AREAS:**

- Monitor the implementation and maintenance of SCM to ensure compliance with all relevant legislated policies and frameworks.
- Implement policy, operating procedures and work processes in line with the executions of daily tasks.
- Manage and monitor supplier compliance with requirements and correct use of supplier database.
- Render effective procurement administration according to the relevant procurement regulations
- Increase knowledge on procurement legislation and stimulate Broad Based Black Economic Empowerment.
- Manage and monitor the use of PASTEL system for the processing of supplier orders.
- Maintain GRAP compliant fixed assets register.
- Ensure effective asset management and inventory control.
- Apply effective asset disposal register.
- Manage alignment of procurement of goods and services with approved procurement plans.
- Manage supplier performance according to signed contracts.
- Supervise staff and manage reporting for the unit.
- Compile monthly and quarterly reports.



## **2.ASSISTANT MANAGER: INTERNAL AUDIT**

**REF NUMBER: IA/05/2026**

**DURATION: PERMANENT**

**SALARY LEVEL: 9**

**SALARY: R487 197 PER ANNUM**

### **REQUIREMENTS:**

- Grade 12 and with a recognized NQF level 7 in Internal auditing, Cost and Management Accounting or Financial Management.
- 5-year working experience in Internal Audit, in which 3 years must be supervisory experience.
- A valid driver's license EB.
- Registration with Institute for Internal Auditors will be an added advantage.
- Internal Audit Technician(IAT) or Certified Internal Auditor(CIA) will be an added advantage.
- Knowledge of Public Service Regulatory Framework, Knowledge of the Institute for Internal Auditors (IIA) Standards for the Professional Practice of Internal Audit.

### **KEY PERFORMANCE AREAS:**

- Supervise and participate in the development of strategic internal audit plans.
- Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits.
- Review, collect information and compile reports to the accounting officer and audit committee.
- Keep up to date with new developments in the internal audit environment.
- Supervise employees to ensure an effective internal audit service.
- Prepare performance audit reports for presentation to the audit and risk committee.
- Advise the accounting officer on financial and performance risks.

### **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. Coloureds, Indians, Whites and people with disability 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:

**Assistant Manager HR – Mr L. Mahlala on 040 653 8033/2/4/5.**

Applications must be submitted in the following ways:

**Email to [HRecruitment@Fortcox.ac.za](mailto:HRecruitment@Fortcox.ac.za). Emailed documents should be in one merged pdf.**

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: 09 June 2026**