



GENERAL CLERK

Status: Permanent

Location: Nelshoogte Plantations

Grade: B4

Reporting line: Plantation Manager

Role Mandate

To provide comprehensive human resource and procurement administrative support to the plantation, including purchasing of materials, goods and coordinating maintenance of forestry vehicles and machinery.

Key Accountabilities

- Capture Production Control Sheets (PCS) for all production employees
- Ensure all documents related to appointments (onboarding), terminations, etc. are submitted to Shared Service timeously for processing
- Maintain accurate and secure employee personal files and update all required documentation
- Record injury-on-duty (IOD) information and ensure timely submission of appointment, termination, and other HR-related documents to Shared Services/Payroll
- Update HR Plan in collaboration with the Plantation Manager
- Address employee queries and escalate to relevant HC Practitioner when necessary.
- Submit monthly leave summary to Shared Services and process standby and overtime allowances for employees
- Coordinate training requests, schedules, training administration for submission
- Compile monthly disciplinary statistics and submit them to ER office
- Provide files and coordinate annual medical screening on site
- Manage Driver Operator license, PrDP and SAFCOL competency and ensure renewal
- Reconcile fuel reports on monthly basis and update housing register and village registers on monthly basis
- Download data loggers on daily basis, issue log tags and tally sheet
- Order log tags for client deliveries and update data logger information on weekly basis
- Perform daily processing of PSION files and tally sheets, report daily volumes and send timber sales reports to clients
- Perform month-end reconciliation on volumes and deliveries
- Control issue of PSION device, battery replacements tally sheets and log tags
- Confirm APO compartments and clients' specifications with Foresters
- Process all internal payments on monthly basis and reconcile payments and submit for approval
- Ensure all private tenants have completed and signed the required contracts
- Administer petty cash and reconcile every month-end
- Collect revenue from customers and ensure safekeeping and perform banking of all monies received
- Ensure safekeeping of receipt books for audit purposes
- Process fuel received and issued on SAGE X3 and reconcile fuel reports monthly
- Process all log sheets on SAGE X3 system and balance vehicle log sheets
- Provide timesheet and man-days report on monthly basis

Minimum Requirements

- Grade 12
- Certificate in Human Resource Management/ Financial/ Office Administration or related field (NQF level 5)
- National Diploma in Human Resource Management/ Financial/ Office Administration (NQF Level 6) will be added advantage
- 1 – 2 years' experience in Human Resource/Financial/Procurement or General Administration

Leadership Competencies

- Operational Delivery
- Self-awareness

Behavioural Competencies

- Planning and Organising
- Communication
- Planning and organising
- Customer Centricity Orientation

Technical Competencies

- Relationship Building
- Customer Oriented
- Computer literacy
- Detailed oriented
- Time Management
- Confidentiality

**SAFCOL Group is an equal opportunity company with the focus on gender equality and people with disabilities.
Employment Equity will be taken into consideration in terms of all appointments within SAFCOL.**

By submitting your CV to SAFCOL, you hereby give permission to circulate your information to the interview panel members for this vacancy only. Your information will not be used for any other position/purpose and will be disregarded after an offer has been made.

Interested qualified individuals can e-mail a concise CV and must submit relevant copies of qualifications in confidence to:
Mr Obert Mashabane, Human Capital Practitioner, obertrecruitment@safcol.co.za Tel no: 013 754 2700

Closing date: 04 June 2026

Should you not have received a response within 30 days of the closing date, please consider your application unsuccessful.