

Forest Manager - Merensky

Merensky

Location	Eastern Cape, South Africa
Sector	Forestry
Contract Type	Permanent
Posted	Friday, October 5, 2018
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Job ID	220



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HANS MERENSKY HOLDINGS (PTY) LTD (HMH)

JOB DESCRIPTION

Position: **Forest Manager**

Business Unit: Matiwane Forests

Department: Forestry

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Job Grading: D5

Reports to: Operations Manager

KEY PERFORMANCE AREAS OBJECTIVES OF POSITION (JOB SUMMARY)

Reporting to the Operations Manager, the incumbent is responsible for controlling, monitoring and managing the forestry activities as well as foresters

POSITION HIERARCHY

Incumbent's Superior (1st Level) : General Manager

Incumbent's Superior (2nd Level) : Operations Manager

Incumbent's Position Title : Forest Manager

General Manager - Operations Manager - Forest Manager - Foresters

SUMMARY OF COMPETENCIES

Qualifications:

- Matric / Grade 12
- A relevant National Diploma / Degree
- National Higher Diploma in Forestry (Centres with large volumes 70,000m3)
- Minimum of 5 years experience in forestry activities
- Minimum of 3 years experience in a managerial position

Knowledge

- Extensive knowledge in forestry activities
- Wood technology would be an added advantage
- People management

Skills

- Competent levels of computer literacy
- Resilience
- Strong management skills
- Strong interpersonal and organisational skills
- Ability to work independently without supervision
- Ability to communicate at all levels
- Planning skills

Attitude/Behaviour

- Attention to detail

- Person of integrity, passion for work, excellence and success
- Competent to assess situations and have the ability to make decisions
- Results driven, team leader and team player
- Influencing and persuasive skills
- Tenacity
- Mentoring ability

ACTIVITIES

Activities

- Ensure that sound labour related principles are applied to ensure a happy labour force

Key Outputs (Key Performance Areas)

- Performance culture, staff development, succession & clear PMS

Outputs (Key Performance Indicators)

- Ensure that all employees in your department have a relevant PM contract & PMS is being used correctly within your department
- Ensure that a succession plan is in place and that successors are following the plan in your department
- Develop a performance culture within your department
- Ensure that employees are sufficiently trained and competent to perform their duties in your department

Sources of Evidence

- PM Contract
 - Succession Plan
 - Production meeting minutes
 - Training plan / Training done
-

Activities

- Drawing up annual harvesting budget and year plan in conjunction with the Plantation Manager

Key Outputs (Key Performance Areas)

- Cost management to budget

Outputs (Key Performance Indicators)

- Draw up annual harvesting budget with Plantation Manager
- Ensure that pine clearfell harvesting is within budgeted figures
- Ensure that Euc clearfell is within budgeted figures

Sources of Evidence

- Annual budget
 - Monthly financials
 - Monthly financials
-

Activities

- Control Forestry and related activities to ensure a high standard of quality and quantity (either contractors or own personal)

Key Outputs (Key Performance Areas)

- Planning, productivity & maintenance measures

Outputs (Key Performance Indicators)

- Ensure that compartment planning is done
- Ensure that daily production sheets are compiled and monitor performance / production
- Schedule and book maintenance for machines
- Ensure that stock is counted monthly

Sources of Evidence

- Harvesting plan
 - Production sheets
 - Machine maintenance schedules
 - Stock take report
-

Activities

- Do standby service for the fire protection purposes

Key Outputs (Key Performance Areas)

- Standby

Outputs (Key Performance Indicators)

- Ensure that teams are rostered and are aware when they are in standby
- Ensure that fire protection measures & plans are in place
- Ensure that annual fire fighting training / refreshers are done for all people to do fire standby

Sources of Evidence

- Standby roster
 - Fire protection plans
 - Training done
-

Activities

- Ensure that health & safety measures and standards are upheld and adhered to

Key Outputs (Key Performance Areas)

- SHEQ Compliance

Outputs (Key Performance Indicators)

- Ensure that PPE is issued to all employees annually
- Ensure that safety meetings are conducted at least once a month
- Ensure the risk assessments are conducted for all job titles
- Ensure that health and safety practices are implemented

Sources of Evidence

- PPE order / Req
 - Meeting minutes
 - Jon observations signed
 - KPI report
-

Activities

- Disciplining & managing teams

Key Outputs (Key Performance Areas)

- Disciplinary management

Outputs (Key Performance Indicators)

- Ensure that employees are aware of and adhere to the company rules and procedures
- Ensure that contraventions to the rules are managed and dealt with
- Ensure that absenteeism is managed efficiently and consistently

Sources of Evidence

- Induction records
- Warning book
- Absenteeism reports
- Disciplinary hearings conducted

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