

# Forest Manager - Merensky

## Merensky

<b>Location</b>	Eastern Cape, South Africa
<b>Sector</b>	Forestry
<b>Contract Type</b>	Permanent
<b>Posted</b>	Friday, October 5, 2018
<b>Expires</b>	Friday, October 12, 2018
<b>Job ID</b>	220



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## HANS MERENSKY HOLDINGS (PTY) LTD (HMH)

### JOB DESCRIPTION

Position: **Forest Manager**

Business Unit: Matiwane Forests

Department: Forestry

Prepared by: Ntsaphokazi Mankwente

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
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### 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
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### 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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