

COOKHOUSE WIND FARM COMMUNITY TRUST (CWFCT)

OFFICIAL VACANCY ANNOUNCEMENTS: EXECUTIVE PORTFOLIOS

The Cookhouse Wind Farm Community Trust (CWFCT) is a community-owned enterprise with business interests in wind energy. The Trust is strategically established to drive sustainable socio-economic development, scalable growth, clean governance, and long-term socio-economic equity across its four core beneficiary communities: Adelaide, Bedford, Cookhouse, and Kwa Nojoli (Somerset East).

Specification	1. General Manager (GM)	2. Investments Operations Manager (IOM)	3. Executive Assistant
Reporting Line	Business Innovation Committee	EXCO through ARC Chair	The Board through the Board Chairperson
Location	Bedford, Eastern Cape (Raymond Mhlaba Municipality)	Bedford, Eastern Cape (Raymond Mhlaba Municipality)	Bedford, Eastern Cape (Raymond Mhlaba Municipality)
Remuneration Scale	R750,000.00 CTC per annum (incl. basic salary & agreed benefits)	R750,000.00 CTC per annum (incl. basic salary & agreed benefits)	R750,000.00 CTC per annum (incl. basic salary & agreed benefits)
Direct Reports / Core Focus	Programmes & Projects Officer, Data Analyst	No direct reports	Receptionist & Office support

1. VACANCY ANNOUNCEMENT: GENERAL MANAGER (GM)

Strategic Purpose of the Role: The General Manager (GM) serves as the operational lead of the Trust. The incumbent is entrusted with direct executive oversight of the Trust's Operational Plan and its matching budget. The GM translates the strategic mandate of the Board of Trustees into high-impact Socio-Economic Development (SED) initiatives, directly driving scalable growth, clean governance, and long-term socio-economic equity across the Beneficiary Communities.

Key Responsibilities & Core Functions:

- Strategic Planning:** Lead and facilitate a 3-to-5-year strategic plan in pursuit of the Trust mandate and objectives.
- Projects Oversight:** Direct and control the Trust's strategic pillars, ensuring Programmes and Projects are successfully implemented within the Beneficiary Communities.
- Compliance Enforcement:** Enforce precise tracking mechanisms against the Trust deed and all accompanying internal policies.



- d. **Impact Auditing:** Oversee impact tracking frameworks evaluating baseline outcomes across all operational pillars of the Trust.
- e. **Budget & Financial Controls:** Formulate, justify, and closely monitor Programmes and Projects budgets for approval by the Board.
- f. **Risk Identification & Mitigation:** Ensure continuous risk identification and mitigation. Maintain and implement the risk strategy, risk registers, and reporting systems.

Qualifications and Experience:

- a. **Formal Qualifications:** National Diploma or Bachelor's degree or Postgraduate Qualification (NQF Level 7 or 8) in Business Administration, Business Operations, Development Studies, Economics, Public Administration, or related disciplines.
- b. **Professional Experience:** Minimum of 05 years managerial experience, with at least 03 years at a senior management level directing complex public benefit operations, community development Trusts, or major corporate CSI portfolios.
- c. **Local Context & Language Fluency:** Fluency in written and spoken English, as well as dominant local languages spoken within the Beneficiary Communities (e.g., isiXhosa and/or Afrikaans) is essential.
- d. **Driver's License:** Valid South African Code B or EB driver's license.

2. VACANCY ANNOUNCEMENT: INVESTMENTS OPERATIONS MANAGER (IOM)

Strategic Purpose of the Role: The Corporate Investments Operations Manager operates in the four beneficiary towns to build endowment funds, secure strategic and philanthropic funding, and source investment funding for the Trust's operational subsidiary. The role perfectly bridges project finance mechanics with grassroots socio-economic development programmes to lock in long-term financial sustainability.

Key Responsibilities & Core Functions:

- a. **Securing Finance & Capital Raising:** Identify and secure diverse capital sources, including commercial bank loans, national/international development finance institutions (DFIs), government grants, and impact investors. Structure fund allocations and evaluate/negotiate Joint Venture deals with potential funders.
- b. **Financial Modelling & Feasibility:** Building and maintaining rigorous financial models to forecast internal rates of return (IRR), net present value (NPV), and payback periods for both commercial and development components. Robustly test pricing and loan assumptions.
- c. **Asset & Portfolio Management:** Monitoring the ongoing performance of profit-generating and non-profit projects. Designing financial models where profit-generating projects actively subsidise and sustainably fund socio-economic initiatives.
- d. **Risk Management & Compliance:** Ensuring all investments align strictly with the Trust Deed, tax-exempt rules, and statutory regulations. Oversee contract drafting, review, and board approval while implementing infrastructure insurance frameworks.
- e. **Stakeholder Reporting & Impact:** Translating complex financial data into highly transparent, measurable performance reports for the Board, Board Committees, and key external partners.



Qualifications and Experience:

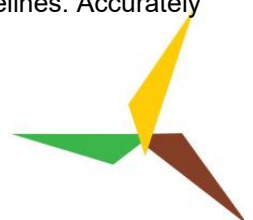
- a. **Formal Education:** National Diploma Bachelor's degree in Finance or Economics or Actuarial Science or Engineering. A CA(SA) or CFA designation is highly advantageous.
- b. **Professional Experience:** Minimum of 03+ years of professional experience in private equity, development finance, infrastructure project finance, or corporate development environments.
- c. **NPO Context:** Direct experience managing or financing corporate social investment (CSI) or socio-economic development (SED) budgets in an NPO context is highly desirable.
- d. **Local Context & Language Fluency:** Fluency in written and spoken English, as well as dominant local languages spoken within the Beneficiary Communities (e.g., isiXhosa and/or Afrikaans) is essential.
- e. **Driver's License:** Valid South African Code B or EB driver's license.
- f. **Mobility & Engagement:** Willingness and ability to undertake extensive field work, regional travel, and provincial stakeholder engagements.

3. VACANCY ANNOUNCEMENT: EXECUTIVE ASSISTANT

Strategic Purpose of the Role: The primary focus of this role is to deliver comprehensive company secretariat duties and high-level administrative management to the Trust. The incumbent will work closely with the Board of Trustees and various Board Committees. This position calls for an exceptionally mature, self-driven, and highly professional individual who exhibits the utmost integrity and confidentiality. The ideal candidate must navigate governance frameworks, feel comfortable analyzing complex datasets and financial numbers, maintain a very strong 'can-do' attitude, and effectively manage professional ambiguity within a fast-paced environment.

Key Responsibilities & Core Functions:

- a. **Administration & Support:** Perform general executive administrative duties for the Board and established Board Committees. Coordinate diverse resources to gather critical structural information and prepare initial narrative drafts of various reports. Ensure relevant strategic matters and critical items are formally included on agendas. Communicate decisions and escalate important systemic issues appropriately across channels. Equip Board and Board Committee Chairpersons with necessary packs and documentation well ahead of scheduled meetings. Execute any other tasks and professional delegations assigned by the Board and Board Committees.
- b. **Documentation Storage & Repository Management:** Ensure orderly documentation and secure storage of all Trust items in physical hard copies and digital SharePoint spaces. Maintain current, electronic statutory records, including the official registers of Trustees. Process institutional correspondence, collate distributed information, compile data-driven reports, and cleanly communicate resolutions to relevant Trust stakeholders. Implement necessary organizational measures to ensure that sensitive Trust data remains fully protected.
- c. **Governance Services:** Advise the Board and Executive Management on operational compliance with statutory and regulatory mandates for records management. Ensure all statutory organizational forms and annual returns are completed and lodged within regulatory timeframes. Act as the central internal resource for authoritative guidance and advice on institutional ethics and good governance frameworks.
- d. **Support for Board, Board Committees, and Annual General Meetings (AGMs):** Maintain direct, professional liaison with the Board Chairperson. Formulate and distribute comprehensive operational meeting agendas. Prepare, distribute, and collect standard declarations of interest forms. Compile and verify complete meeting packs for participants. Issue official notices of upcoming sessions strictly within statutory timelines. Accurately



record, compile, and distribute minutes of meetings alongside matters-arising frameworks. Maintain, update, and properly archive the official resolutions register.

- e. **Internal & External Stakeholder Relationship Building:** Build and proactively manage collaborative relationships with the Board and Board Committees. Serve as a high-level point of contact for external parties, corporate stakeholders, and diverse beneficiary communities.

Qualifications and Experience:

- a. **Formal Qualification:** Tertiary Legal Commercial Qualification, or a Legal Degree paired with deep practical experience in Finance/Accounting, or a Finance/Accounting Degree backed by a strong foundation in corporate Governance.
- b. **Professional Experience:** Minimum of 05 years of experience within a corporate legal division, financial services firm, or a similar high-governance organizational setup.
- c. **Senior Engagement:** Proven environment experience interacting directly with senior management up to Executive and Board level.
- d. **Technical Frameworks:** Project management skills are considered highly advantageous.
- e. **Digital Literacy:** Advanced proficiency across Microsoft PowerPoint and Excel tools.
- f. **Aptitude:** Exceptional numerical aptitude, analytical strength, and a clear understanding of specialized operational support roles.
- g. **Core Competencies:** Strong capabilities in localized decision-making, gaining consensus/commitment, information monitoring, initiating structured action, planning, organizing, and explicit task ownership.
- h. **Emotional Intelligence:** Exceptionally high Emotional Quotient (EQ) firmly driven by professional ethics, accountability, and clear corporate values.
- i. **Communication & Sector Knowledge:** Superior written and verbal communication abilities. Practical understanding of renewable energy systems or the wind energy sector serves as a distinct added advantage.
- j. **Driver's License:** Valid South African Code B or EB driver's license an advantage.

4. MANDATORY APPLICATION DIRECTIONS (ALL ROLES)

Interested and candidates meeting the minimum requirements are invited to submit their complete application package via email directly to: **admin@cwft.co.za**

Email Subject Line Reference Fields:

- For General Manager position: Recruitment - GM
- For Investments Operations Manager position: Recruitment - IOM
- For Executive Assistant position: Recruitment - EA

Closing Date: 04 October 2026

CRITICAL NOTICE: COMPLIANCE DOCUMENTATION CHECKLIST

All CVs submitted without the complete list of verified documentation detailed below will face immediate and automatic disqualification:

- Comprehensive Curriculum Vitae (CV) showcasing full personal data, full employment history with timelines, and full educational history with timelines.





- Certified copies of all relevant academic certificates.
- Certified copy of National Identity Document (ID).
- Certified copy of valid Driver's Licence.
- Details of three (3) professional referees, confirming you have reported directly to at least two (2) of them. One referee must be your current manager or someone you currently work with. (Clear written reasons must be supplied if your current manager is omitted).
- An official Criminal Clearance Report or clear, formal verification/proof of an active application for one.

