



Safety and Security Sector Education and Training Authority (SASSETA) is a public entity established in terms of Section 9 (1) of the Skills Development Act, 1998 as amended.

THE FOLLOWING VACANCY EXISTS IN THE ORGANISATION:

Senior Manager: Skills Implementation and Monitoring

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC) – R809 514

THIS IS A FIXED TERM CONTRACT POSITION EXPIRING ON 31 MARCH 2016.

Reporting directly to the Chief Executive Officer (CEO), the incumbent shall be responsible for:

- Managing all skills development projects in the sector and rendering advisory service to the CEO and the Board in this area of speciality;
- Facilitating the process of signing Service Level Agreements (SLA) between SASSETA and training providers and monitoring performance of providers;
- Ensuring disbursement of skills development grants in line with the Skills Development Act, PFMA and Treasury Regulations to stakeholders in the sector;
- Ensuring establishment and functionality of projects-related committees in the sector;
- Ensuring identification, development, implementation and monitoring of learning programmes;
- Overseeing the development and implementation of the education and training quality assurance system(s) in SASSETA;
- Overseeing compilation and controlling of total budget of all units falling within the skills implementation and monitoring division;
- Managing performance of three units (projects management office, learning programmes unit and education & training quality assurance unit) falling under this division;
- Ensuring consistent building and maintenance of relationships with FET Colleges and Higher Education Institutions;
- Ensuring sound and efficient management and development of human resources in these units;
- Development, implementation and monitoring of all policies falling under the units within his ambit; and
- Performing any other duty(ies) that may be delegated by the CEO from time to time.

JOB REQUIREMENTS:

- A formal qualification in Human Resources Development/Business Management/Project Management at NQF Level 6 (degree or equivalent);
- Minimum of 5 - 8 years' skills development experience;
- Minimum of 3 - 5 years' leadership/management experience;
- SETA experience will be an added advantage;
- Proven experience in dealing with diverse stakeholder constituencies;
- 3 - 5 years' experience in dealing with Business Strategy and Strategic Planning processes;
- Valid, unendorsed driver's licence; and
- Computer literate.

Knowledge, Skills and Attributes required

- Knowledge of Legislation governing SA transformation in education and training (Skills Development Act, NQF Act, ETQA Regulations) is a prerequisite;
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Ability to develop, implement and control systems;
- Sound communication skills (verbal and written);
- Must be a people's person with sound interpersonal skills;
- Must be an analytical thinker;
- Good risk management skills;
- Good project management skills;
- Sound financial management skills;
- Ability to prioritise and work under pressure;
- Good co-ordination skills;
- Planning & organising skills;
- Time management skills;
- Problem-solving and decision-making skills;
- Good presentation skills;
- Good facilitation skills;
- Good people management skills;
- Ability to write comprehensive reports; and
- Knowledge of MS Office package.

Place of Work: Gallagher Estate, 3rd Level, Gallagher House East Wing, 19 Richards Drive, Midrand, Johannesburg

Send your Application to the HOD: Human Resources

You can use one of the following options:

E-mail: sassetahr@sasseta.org.za

Fax: 011 805 6630

Post to: PO Box 7612, Halfway House 1685;

Hand Delivery: Place of work appearing above

Closing Date for Applications: 3 February 2012.

SASSETA is committed to employment equity and therefore applications from the designated groups are encouraged.

The successful candidate will be subjected to a security clearance and will also be expected to sign a performance contract.

Only shortlisted candidates will be contacted. Should you not hear from us within three weeks from the closing date, assume that your application was unsuccessful.

PLEASE NOTE: All applications for unsuccessful candidates will not be retained.

NB: SASSETA reserves the right not to make an appointment.