



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 of 1998, as amended

SENIOR MANAGER: CORPORATE SERVICES
This is contract position expiring on 31st March 2020

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R1 068 564 – R1 178 654

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

- Contributing to the development of the organisational Annual Performance Plan and Strategic Plan;
- Managing the development of the Human Resources strategy and operational plan, the training and development strategy;
- Managing the provision of ICT services and strategies to the business;
- Managing the development and implementation of the communication and marketing strategy and services;
- Managing the provision of auxiliary services, including records and registry management services;
- Rendering advisory service to the CEO and the Board in this area of speciality;
- Overseeing compilation and controlling of total budget of the Corporate Services division;
- Managing the implementation of stakeholder relationship strategies and building sustainable and resilient relationships with stakeholders;
- Managing performance within the division;
- Ensuring efficient management and development of human resources in the division;
- Developing, implementing and monitoring of all policies falling within the division;
- Dealing with all internal and external audit issues within the division;
- Identifying and monitoring departmental risks and develop and maintain a risk register.

JOB REQUIREMENTS

- A minimum of a NQF 8 formal qualification in Social Sciences or similar;
- A minimum of 5 years relevant management experience;
- Specialist skills and knowledge in one or more of the areas of responsibility of position;
- A minimum of 3 years experience at a senior management level is preferred;
- A minimum of 3 years experience in the public sector environment is preferred;
- Must be computer literate at an intermediate level;
- SETA experience would be an added advantage.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Knowledge of labour legislation;
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Leadership and people management skills
- Communications skills (oral and written);
- Project management skills;
- Sound financial management skills;
- Planning and organising skills;
- Problem solving and decision-making skills;
- Good presentation and facilitation skills.

PLACE OF WORK

SASSETA Office, Riverview Office Park, Janadel Avenue (off Bekker Road), Halfway Gardens MIDRAND.

Submit your application, together with **certified copies** of all your qualifications including ID Copy, using **one** of the following options:

- **Email:** sassetahr@sasseta.org.za
- **Post to:** P O Box 7612, Halfway House, 1685
- **Hand Delivery:** Place of work appearing above

Closing Date for Applications: 22 December 2017.

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

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

NB: SASSETA reserves the right not to make an appointment. Applications from unsuccessful candidates will not be retained.

