



Safety and Security Sector Education and Training Authority (SASSETA) is one of the 21 Sector Education and Training Authorities (SETAs) established in accordance with the Skills Development Act, No 97 of 1998. SASSETA seeks to employ a suitably qualified person in the following position:

Chief Executive Officer (CEO)

Fixed Term Contract - expiring on 31 March 2020

Reporting directly to the Accounting Authority (SASSETA Board), the incumbent shall be responsible for:

- providing strategic direction and tactical support on matters relating to the management of the SETA;
- ensuring effective implementation of decisions of the Accounting Authority;
- attending meetings of the Accounting Authority and Executive Authority;
- overseeing all SASSETA operations and ensuring effective Corporate Governance;
- ensuring successful implementation of all identified projects;
- ensuring effective financial management and secure financial resources to optimise performance and sustainability in SASSETA;
- developing and maintaining strategic and appropriate partnerships and relationships which lead to the efficient functioning of SASSETA;
- managing organisation performance and monitoring its growth;
- monitoring and ensuring that the organisation complies with all relevant legislation;
- developing and maintaining good working relationships and partnerships with regulatory bodies and professional bodies within the sector;
- ensuring that sound management and administration systems are developed and maintained;
- attracting, developing and retaining human capital talent to position SASSETA as an employer of choice; and
- executing any special projects / assignments that may be delegated by the Accounting Authority or Executive Authority from time to time.

JOB REQUIREMENTS

- A Master's degree (NQF 9) in Education or Economics or Public Administration or Management;
- A minimum of 5 - 10 years' experience at management level within the Public Sector or SETA environment;
- Focus on leading the organisation;
- Experience and working knowledge of the NDP, PFMA, NQF Act, SDA, and NSDS III;
- Proven track record of outstanding strategic leadership and financial management acumen;
- Conceptual and analytical skills;
- Good understanding of the organisation performance management;
- Experience in a SETA environment or any other public entity would be advantageous;
- Exhibit the flexibility required in a diverse multi-cultural environment;

- Ability to work in a team-orientated environment and result-driven;
- Experience in working with stakeholders of diverse constituencies; and
- Good computer literacy skills.

REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES

- Reputation, stature and leadership ability to make an impact and be accepted in the sector;
- Well honoured interpersonal and excellent communication skills to interact at top level in government, academic and business arenas;
- Good conflict management and change agent;
- Knowledge of SA Labour legislation;
- Knowledge on policy development and implementation at most senior levels;
- Good people management skills; and
- Good negotiator, strategist and decision-maker.

PLACE OF WORK

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

Please forward your application together with a detailed CV and **certified copies** of your educational certificates and ID Copy to 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

For information or clarity, please contact Mr Roy Ngcobo on: 011 087 5535

The closing date for applications is **Tuesday, 03 July 2018**. Please note that applications received after the closing date will not be considered.

If you do not hear from us within 30 days of the closing date, please consider your application as unsuccessful. Correspondence will be limited to shortlisted candidate only.

Successful candidate shall be subjected to security clearance and will be required to sign employment contract and performance contract.

PLEASE NOTE: Applications from unsuccessful candidates will not be retained.

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