



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

RESEARCH MANAGER

This is contract position expiring on 31st March 2020

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R910 000 – R996 000.

Reporting directly to the Senior Manager: Research, Monitoring, Reporting, Evaluation and Planning, the incumbent shall be responsible for:

- Developing and maintaining the Research framework, policy and procedures;
- Developing the research plan to achieve the defined targets and priority skills areas;
- Developing the operational plan for research;
- Developing the SASSETA Sector Skills plan;
- Managing and analysing WSPs/ATRs (Also known as Annexure 2);
- Developing and updating the OFO codes in the sector;
- Monitoring and managing the implementation of the research plan;
- Reporting on the research implementation progress;
- Managing the development and implementation of research projects;
- Identifying and secure partnerships with relevant research organisations;
- Managing the contracting of research partners and service providers;
- Identifying research methodologies and delivery approaches to be implemented;
- Conducting research;
- Analysing information produced through research and making findings and recommendations;
- Developing the divisional budget to support achievement of the research strategy and operational plan;
- Managing the financial performance of the research in line with the approved budget and workplan;
- Developing standardised, regular and adhoc reports as required;
- Implementing corrective action to address audit findings and recommendations;
- Identifying and developing strategies to optimise key stakeholder relationships;
- Building sustainable and resilient relationships with stakeholders;
- Monitoring, evaluating and managing the team performance.

JOB REQUIREMENTS

- Working knowledge of research, information gathering , investigative and analytical skills with a relevant NQF 8 qualification in Economics, Development Studies, Social Science, or Human Resources Development;
- A minimum of 3 years relevant experience at management level;
- A minimum of 5 years experience in research, learning and development, human resource development or similar;
- A minimum of 2 years management experience in the public sector environment is preferred;
- Must be computer literate at an advance level.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Research design
- Research analysis and techniques
- Research implementation
- Attention to detail
- Analytical thinking skills
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Leadership and people management skills
- Communications skills (oral and written);
- Project management skills;
- Financial management skills;
- Planning and organising skills;
- Problem solving and decision-making skills;
- Ability to work in a team-orientated environment and result-driven;
- 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: 11 September 2017

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

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.

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

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

