

The ETDP SETA is looking for competent, self – motivated and dynamic candidates to fill the following positions:

### MANAGER: ICT (REF.: 26454/01)

Salary: R1 022 580 - R1 154 430 per annum (Total Cost to Company) | Fixed term contract until 31 March 2020

**Job Purpose:** The ETDP SETA needs to employ a suitably qualified ITC Manager. The appointee will be responsible for aligning the Information Technology (IT) operation with ETDP SETA business objectives and manage the full scope of IT work within the organisation by adopting and overseeing the implementation of modern IT infrastructure, systems and processes in order to enable an effective and efficient IT operations function. The successful applicant will be based at the ETDP SETA Head Office located in Johannesburg and will report directly to the Chief Executive Officer and will also develop a strong working relationship with internal staff, Constituencies and Service Providers. **The incumbent should meet the following minimum requirements:**

**Qualification and Experience:** •A relevant postgraduate degree in Information Technology/Information Systems/Computer Science or related field •A minimum of 10 years experience in an IT environment with at least five (5) years management experience in the ICT Sector •Strong awareness of the SETA landscape and a good knowledge of current affairs •Numeracy and computer literacy (MS Office Suite) •A valid driver's licence is essential.

**Knowledge and Personal Attributes:** •Knowledge of ICT related legislations and policies •Broad knowledge of SETA industry and understanding of skills development trends •Good knowledge of Corporate Governance and the Regulatory Framework, including the Public Finance Management Act and King IV, CGICT Policy framework, ICT operations and service management •Sound knowledge of the designing and development of ICT systems and risk management •Knowledge of IT infrastructure support, Software Development Life Cycle (SDLC), Business Continuity Management, Needs Analysis and project management skills •Good leadership and communication skills (verbal and written) •Presentation skills •Budgeting skills •Interpersonal and analytical skills •Team player •Client focus, integrity, organised and proactive.

### PERFORMANCE MONITORING, EVALUATION AND REPORTING PRACTITIONER (REF.: 26454/02)

Salary: R550 610 - R644 320 per annum (Total Cost To Company) | Fixed term contract until 31 March 2020

**Job Purpose:** The ETDP SETA needs to employ a suitably qualified Performance Monitoring, Evaluation and Reporting Practitioner to provide monitoring, evaluation and reporting technical and administrative support to all SETA business units, including provinces in their implementation of the organisational strategy and Annual Performance Plan. This also entails reporting on ETDP SETA programme performance and implementation of M&E strategies, systems and tools that will ensure accurate and timely availability of performance information. The successful applicant will be based at the ETDP SETA Head Office located in Johannesburg. The successful incumbent will be reporting to the Performance Monitoring and Evaluation Specialist and will be expected to develop strong working relationships on performance M&E related matters with ETDP SETA Head office units and provincial offices. **The incumbent should meet the following minimum requirements:**

**Qualification and Experience:** •A relevant degree in Education, Public/Business Administration, Econometrics, Population Studies or Social/Political Sciences •A postgraduate degree in the above or diploma in M&E will serve as an advantage •At least five (5) years experience in the implementation of programmes/projects, monitoring performance against indicators, evaluations, reporting and data processing •Advanced computer skills with MS Office packages and any other statistical/data processing packages •A valid driver's licence is essential.

**Knowledge and Personal Attributes:** •In-depth knowledge and understanding of Skills Development processes, monitoring and evaluation relevant applicable Legislations •Strong report writing and analytical skills •Ability to organise and work independently and collaboratively within a team •Ability to design and implement internal systems and controls to ensure sound performance monitoring and reporting •Excellent planning, organising, communication and project/programme management skills •Knowledge of document management, tracking and retrieving of information as well as relevant applicable legislations •Good communication and writing skills •Good Administration skills •Demonstrate project management skills.

Ultimate Recruitment Solutions has been appointed to handle the responses for these positions. Applications must be submitted via email to [etdpseta@ursonline.co.za](mailto:etdpseta@ursonline.co.za) (with the relevant post title in the subject line) or fax to 086 654 1819. Detailed job specifications can be viewed on [www.ursonline.co.za](http://www.ursonline.co.za)



The successful incumbents will be required to enter into a Performance Contract with the ETDP SETA.

Interested applicants (who qualify in respect of all the criteria above) should send a Curriculum Vitae, with certified copies of Qualifications and Identity Document, a valid driver's licence and Letter of Motivation highlighting previous career achievements to the email address and fax number mentioned for each post.

**CLOSING DATE: 26 JULY 2019 AT MIDNIGHT**

The appointment will be made in accordance with the ETDP SETA's Employment Equity Policy. Further, the ETDP SETA promotes the employment of people with disabilities and reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only.

Applicants with no certified copies of qualifications, drivers licence and ID document will be disqualified.