

ETDP SETA seeks to employ suitably competent (3) Regional Managers (each to manage 3-4 provinces) to accelerate performance achievement and compliance with the processes and policies of the ETDP SETA. Regional Managers will be based at the Head Office of the ETDP SETA, in Johannesburg, Gauteng.

Regional Managers X3

Fixed Term Contract for 12 Months

Salary: R 1 438 262.88 per annum (Total Cost to Company)

Closing Date: 16 February 2024

Propose of the Job: To ensure that the EDTP SETA meets its set objectives and targets within the outlined timeframes in accordance with the operational plan and the Annual Performance Plan for the duration of the appointments. The envisaged Regional Managers will also ensure sound budget management and process payments within the allocated timeframes, as well as ensure compliance with all ETDP SETA processes and policies.

Minimum Requirements

- Postgraduate Degree (NQF Level-8) in Education, Training and Development or in Business Administration or in Public Administration Strategic Management, or ETD-relevant qualification.
- A Master's Degree (NQF Level-9) in Business Administration or in Business Leadership will be advantageous.
- A certificate in Project Management will be advantageous.
- At least five (5) years of working experience in a skills development environment, of which three (3) years of experience should have been gained at management level.
- Knowledge of the SETA landscape and experience in Education, Training and Development environments or public service development systems, processes, and initiatives.
- Sound understanding of the skills development legislation and knowledge of skills development systems, processes, and initiatives.
- Ability to lead, plan and manage people, processes and systems.
- Excellent proven report writing skills and presentation skills.
- Advance computer literacy in Microsoft Office packages.
- Knowledge of business management, financial, strategic and performance management principles.
- Sound time management and negotiation skills.
- A valid driver's license and willingness to travel to different provinces is mandatory.

Personal Attributes and Skills

- Ability to effectively liaise and communicate with stakeholders and management, both verbally and in writing.
- Strategic and transformational leadership.
- Quality management and paying attention to details.
- Customer focus and loyalty.
- Conceptual and analytical thinking.
- Planning and organising skills.
- Financial Management skills.
- Sound knowledge of Project Management.
- Ability to interpret and apply organisational policies.
- Ability to apply technical/ professional skills and produce good quality work.

Comprehensive duties will be outlined in the appointment letter, including the following:

- Ensure timeous implementation of projects.
- Ensure compliance with all aspects of Skills Development Regulations and audit requirements.
- Ensure delivery of services in accordance with the Service Level Agreements and stakeholders' expectations.
- Report on service provided against signed performance contracts.
- Provide guidance and support to provincial offices on all aspects of skills development.
- Deliver the development of the strategic and annual performance plans for ETDP SETA.
- Identify and provide solutions to challenges encountered by provinces.
- Ensure that stakeholder engagements take place regularly.

Term of Office / Appointment Contract

The organisation is in the process of reviewing its current organisational structure. The term of office for the position is 12 months from the date of the assumption of duty and may be renewable for a different period should it be deemed necessary.

Reporting Lines

- The employee will report directly to the Chief Executive Officer and will be expected to develop strong relationships with the other Business Units and Provincial Offices within the ETDP SETA.
- The employee will enter into a performance contract with the ETDP SETA.
- ETDP SETA reserves the right to subject the applicants to psychometric evaluation in accordance with its policies and procedures.
- The appointment will be made in line with the ETDP SETA's Employment Equity Plan and Policy.
- The ETDP SETA promotes the employment of people with disabilities.

Protection of Personal Information Act, Act 4 Of 2013 (POPIA)

The recommended candidate should acknowledge that they have read and accepted the Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer:

- Consent for the ETDP SETA to process my personal information as part of the recruitment process.
- The ETDP SETA shall take all reasonable measures to protect the personal information of applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the POPIA.

Required and Compulsory Documents For Application

- A detailed and recent Curriculum Vitae with contactable previous employment references.
- Certified copies of all qualifications and certificates, including, the National Senior Certificate (the certification should not be older than six months).
- Certified and clear copy of Identity Document.
- Certified and clear copy of a valid Driver's license.
- Any affidavit for any form of Declaration as per the Code of Good Ethics and Conduct.
- Only shortlisted candidates will be contacted.

Interested applicants should forward their application to Ms Morati Phetlhu at moratip@etdpseta.org.za

The closing date for applications is 16 February 2024 at 16:00.

No late applications will be considered.