

The ETDP SETA is looking to employ a suitably qualified Performance Monitoring and Evaluation Practitioner to monitor and evaluate all entity-wide programmes to ensure alignment with best practices, legislative requirements and the ETDP SETA's mandate.

Performance Monitoring and Reporting Practitioner

(Re-Advertisement) [Ref. 1930/07]

Salary: R 663 028 per annum (Total-Cost-To-Company)

Job Purpose: To provide monitoring and reporting for technical and administrative support to all the ETDP SETA business units, including provinces, in implementing its Organisational Strategic Plan and the Annual Performance Plan. Furthermore, the successful incumbent will report on the ETDP SETA's programme performance and implement M&E strategies, systems and tools to ensure the accurate and timely availability of performance information. The successful incumbent will report to the Manager in the Office of the COO and will be expected to develop strong working relationships on performance monitoring and reporting related matters with the ETDP SETA Head Office units and provincial offices.

Minimum Requirements

- A Bachelor's degree (NQF Level 7) in Business Management or Business Administration or Public Management or Public Administration.
- A postgraduate qualification in the above will be an added advantage.
- A certificate or diploma in Monitoring and Evaluation will be essential.
- At least five (5) years proven experience in monitoring, evaluation and reporting (i.e., implementing programmes or projects and data management) in the public or private sector environment.
- Knowledge of monitoring and evaluation methodologies and techniques.
- Advanced computer skills with MS Office packages and other statistical or data processing packages.
- In-depth knowledge and understanding of the skills development environment, Auditor General Performance Audit, monitoring and evaluation processes and relevant applicable legislation.
- Should have strong report writing skills 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 proper performance monitoring and reporting.
- Excellent planning, organising, communication, and project or programme management skills.
- Knowledge of document management, tracking and retrieving of information and applicable legislation.
- Good written and verbal communication and administration skills.

- Demonstrate knowledge of project management.
- A valid driver's licence is essential.

Personal Attributes and Skills Required

- Audit, risk and compliance skills
- Planning and organising
- Problem-solving and decision making
- Excellent facilitation skills and analytical skills
- Driving performance attention to detail
- Good interpersonal skills
- Professional with astute attention to detail
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure

Duties and Responsibilities

- Develop an annual M&E Plan, which includes performance information monitoring and reporting tools, processes, and frameworks. Manage effective and efficient use of performance information monitoring tools, processes and frameworks and guide and advise management in respect of utilisation.
- Day-to-day management of reported performance information and associated evidence, including management of the DHET's Survey Hub, the DPME's eQPRS, the ETDP SETA's Information Management System's Performance Information Management, Monitoring, Reporting Module (PIMM&R), and the Corporator Business Management System.
- Receive, verify and document validated reported performance evidence according to the ETDP SETA's performance information management, monitoring, evaluation and reporting policy.
- Attend to all internal and external audit findings, engage with business units to resolve audit-related matters, and report on progress on audit findings.
- Review Business Units' monthly and quarterly performance reports and performance evidence against the ETDP SETA's approved Annual Performance Plan, Technical Indicator Descriptions, and the Verification Guidelines and produce evidence-based organisational quarterly performance reports.
- Review the ETDP SETA's quarterly and annual performance information and supporting evidence against the approved annual performance plan and technical indicator descriptions and produce organisational draft year-to-date / annual performance information reports.

- Report on the implementation progress of programmes implemented by ETDP SETA.
- Effectively and efficiently communicate with internal and external stakeholders through emails, reports, submissions, letters, memorandums, and presentations, and give advice on procedural and technical related matters in respect of performance monitoring and reporting guidelines and standard operating procedure to ensure compliance.
- Communicate with management and process owners on the internal and external performance monitoring and reporting processes, tools, frameworks, and timelines.
- Coordinate the DHET quarterly validations information provision and respond to all DHET-related correspondence relating to the ETDP SETA performance monitoring and reporting.
- Organise capacity building sessions to programme implementing provinces/units on matters relating to performance monitoring and reporting; and
- Execute any other ad-hoc duties as assigned by the Line Manager.

The successful candidate will enter into a performance contract with the ETDP SETA.

Interested applicants (who qualify in respect of all the criteria) are invited to submit a detailed and recent Curriculum Vitae (CV) with contactable previous employment references, certified copies of all qualifications and certificates, including the National Senior Certificate, certified and clear copies of the Identity Document as well as a valid driver's licence (**the certified copies should not be older than six months**) and a motivational letter highlighting previous experience and career achievements related to the position.

The applicant is responsible for submitting their foreign qualifications accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).

Applications quoting the relevant job title and reference number must be submitted via email to sarah@tothetrecruitment.co.za.

The closing date for all applications is 05 July 2024 at 16h00.

The appointment will be made in accordance with the ETDP SETA's Employment Equity Plan and Policy. The ETDP SETA promotes the employment of people with disabilities, who are encouraged to apply. Correspondence will be entered into with shortlisted candidates only.

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

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer:

- I hereby give consent to 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.
- **The ETDP SETA reserves the right to withdraw or not to fill the position for whatever reasons.**

Applications submitted without the required above-mentioned certified copies, as well as applications received late, will not be considered.