

The ETDP SETA is looking to employ a suitably qualified person with project management experience as a Provincial Skills Advisor in the Mpumalanga Provincial Office.

Provincial Skills Advisor: Mpumalanga [Ref. 1930/09]

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

Job Purpose: The Provincial Skills Advisor is tasked with coordinating and facilitating skills development programmes and projects in the province of their appointment. The successful candidate will manage and coordinate all assigned provincial skills development initiatives, such as learnerships, skills programmes, internships, bursaries, workplace-based learning agreements, support for small/micro levy-paying organisations, and communication of scarce and critical skills in the province.

In addition, he/ she will liaise with internal and external stakeholders concerning all aspects of skills development coordinated by the ETDP SETA, including monitoring implemented programmes in line with the stipulated requirements. The successful incumbent will report to the Provincial Manager and will be based at the ETDP SETA provincial office in Mbombela, Nelspruit (Mpumalanga province).

Minimum Requirements

- A Bachelor's Degree (NQF Level 7) in Education, Training, and Development / Public Administration / Business Administration / Business Management.
- A certificate or diploma in Project Management would be advantageous.
- At least five (5) years experience in skills development processes within the ETD sector, with three years of working experience in a Project Management environment.
- Experience in project management methodologies, tools, and techniques is essential. This includes understanding the project lifecycle, planning, scheduling, budgeting, risk management, administration system operations and quality assurance.
- Knowledge and understanding of the Sector Education and Training Authority (SETA) environment.
- Sound knowledge and experience in stakeholder relations management with good negotiation skills in the coordination of services.
- Proven experience in coordinating, implementing, monitoring and evaluating projects.
- Knowledge of document management systems for organising and maintaining project documentation.

- Good understanding and extensive knowledge of applicable policies, legislation, guidelines, standards, and procedures in skills development, including the Skills Development Act (SDA), Skills Development Levies Act (SDLA), Discretionary Grants Regulations, Public Finance Management Act (PFMA), Service Level Agreement Framework, and Contract Management.
- Ability to plan and organise work, using own initiative.
- Advanced computer skills in MS Office packages and data management systems.
- Ability to analyse project data and generate insightful reports for stakeholders.
- Willingness to work outside of office hours and under pressure; and
- A valid driver's licence and willingness to travel are mandatory.

Knowledge, Attributes and Skills Required

- Ability to communicate effectively and efficiently.
- Excellent facilitation, presentation and report writing skills.
- Ability to communicate processes effectively and adhere to timeframes and specific deadlines.
- Able to provide effective feedback.
- Ability to handle multiple projects, prioritise work and work efficiently under minimum supervision.
- Knowledge of project management principles and project coordination skills.
- Innovative, attentive to detail and accurate at all times.
- Good interpersonal skills with the ability to work well within a team and independently.
- Good conflict resolution skills.
- Data analysis and interpretation skills.
- Sound report-writing skills.

Duties and Responsibilities

- Develop and maintain project plans, timelines, and budgets in collaboration with the provincial operational plan.
- Manage and implement the ETDP SETA provincial programmes and projects within the allocated targets and budgets.
- Coordinate project activities, ensuring alignment with project objectives and milestones.
- Develop a project monitoring and evaluation plan and tools and evaluate projects continuously against provincial annual plans and deliverables.
- Implement quality improvement initiatives to enhance project delivery processes.

- Monitor the implementation of identified learning programmes and conduct site visits.
- Proactively address issues and challenges that arise during project execution.
- Monitor the contracted skills development providers, learners and workplaces and prepare verification audits.
- Recruit prospective skills development providers to embark on the accreditation process and encourage those who are already accredited to have their scope extended.
- Recruit prospective constituent employers and learners.
- Prepare, develop and manage the contracts relevant to each project and manage the project's deliverables.
- Manage all project-related conflicts and build strong relationships with skills development providers and stakeholders within the ETD sector to foster collaboration and support project success.
- Collation and processing of documents relating to payments.
- Manage and monitor learners' payments through payroll administration and ensure that skills development provider payments are made on time.
- Process and manage learners on the MIS system and their respective databases.
- Effectively communicating the ETDP SETA skills development initiatives, ensuring that constituencies and stakeholders are engaged in what should be done to achieve the sector skills development and strategic priorities, and marketing all the ETDP SETA services, programmes, and projects.
- Conduct advocacy and outreach programmes.
- Distribute marketing materials and attendance of exhibitions and skills development-related events in the province.
- Plan and implement capacity-building programmes in the province.
- Undertake project reporting on the completion of projects to be linked to impact analysis.
- Provide monthly and quarterly progress reports and verifiable evidence supporting all reported achievements as required.
- Provide regular feedback to the Provincial Manager regarding the operational responsibilities and outputs.
- Any other ad hoc duties as assigned by the Provincial Manager as and when needed.

Note:

- The position will be based in Mbombela (Nelspruit). Extensive travelling will be required. Hence, a valid driver's licence is a prerequisite.
- 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.