

| INTERNAL / EXTERNAL ADVERTISEMENT | | |
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| DIVISION: FREE STATE REGIONAL OFFICE | | |
| REFERENCE NUMBER | POSITION: FIXED TERM CONTRACT FOR 12 MONTHS | NUMBER OF VACANCIES AVAILABLE |
| FSO: 18/2020 | REGIONAL MANAGER SALARY PACKAGE: R 475 526.00 – R 618 125.00 | 1 |

MICT SETA seeks to employ a Free State Regional Manager to manage the regional office through effective engagement with provincial stakeholders in relation to learning programmes, sector skills planning and education, training and quality assurance. The successful incumbent will be based at our Free State Office.

MINIMUM REQUIREMENTS

- Degree in Education, Training and Development or equivalent
- 8 years experience in Education, Training and Development or similar role.

RESPONSIBILITIES

- Interact with local government and municipalities on MICTSETA skills interventions.
- Educate stakeholders in the province on skills priorities in the sector.
- Guide employers on the registration process for learning programmes in the province.
- Verify and submit documentation of programmes and learner registrations to the LPD division at Head Office.
- Conduct site vetting on learnership programmes to check the company's capacity to conduct programmes.
- Manage the monitoring of learners and their progress on programmes and qualifications implemented.
- Conduct steering committee meetings to assess and guide on employer interventions.
- Facilitate graduate ceremonies relating to learner programmes.
- Produce a learner fact file to determine absorption of learners in the workplace.
- Oversee the timely submission of Workplace Skills Plans (WSP) and Annual Training Reports (ATR) by all organisations in the province.
- Address employer queries in respect of the Organising Framework of Occupations (OFO) codes.
- Ensure all queries and requests from stakeholders are handled timeously.
- Maintain the register of Skills Development Facilitator's to ensure an

- accurate and reliable database for use by registered levy paying companies.
- Coordinate site visits and collates reports on work experience interventions.
 - Ensure that Skills Development Facilitators are assisted with learnerships and skills programmes related queries (i.e. recommended duration, format of training).
 - Attend project review meetings to provide guidance to employers on programme performance as per the service level agreement, understand the current project status and offer guidance and assistance to address identified performance gaps of training providers.
 - Assist training providers with the learner registration process by providing guidance on the requirements, provision of latest MICTSETA learnership agreements and employment contracts (where applicable), highlighting non-adherence to requirements and indicating remedial actions to be undertaken to allow for the registrations to move forward.
 - Ensure employers meet deliverables through regular monitoring of all learnerships and skills programmes.
 - Monitor the number of learners intended for learnerships and / or skills programme projects vs actual learners participating in the project and address identified gaps.
 - Ensure learnerships and skills programmes projects conclude on time as per service level agreements.
 - Promote best practice in learnerships and skills programmes implementation through maintenance of strict and consistent quality assurance standards.
 - Ensure that the relevant percentage of portfolios of evidence is quality assured to ensure that the minimum requirements for achievement of qualifications are met.
 - Provide guidance to training providers on remedial actions required if portfolios of evidence do not meet the required standards.
 - Ensure that attendance records of all practical and theoretical training are available as evidence that notional hours have been met.
 - Ensure that certificates and / or statements of results are issued timeously to learners that have successfully completed learnerships and skills programmes.
 - Effectively communicate MICTSETA's initiatives to support the development of alliances.
 - Identify and partner with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions.
 - Establish collaborative partnerships with stakeholders to ensure sustainable implementation of MICTSETA Programmes.
 - Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
 - Implement recommendations from the stakeholders.
 - Report to Senior Manager on the achievement on the Learning Programme objectives.

- Provide reasons to Senior Manager For non-achievement of the Annual Performance Plan targets.
- Report to Senior Manager on the registration and verification of learning programmes on the NLRD in order to ascertain alignment to mandate delivery.
- Provide reports to Senior Manager on the registration of learners per qualification and programme.
- Set performance objectives for team by cascading of Corporate initiatives into individual performance contracts.
- Ensure that all employees have signed performance agreements.
- Monitor and measure performance quarterly by conducting employee appraisals.
- Identify areas of development and draws up action plans to address poor performance.
- Ensure ongoing training and development of employees.
- Address employee relations matters fairly and promptly.

REQUIRED SKILLS

- Analytical
- Relationship Management
- People Management
- Critical Thinking
- Quality Management

APPLICATION

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) no later than **26 July 2020**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.