



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: SECTOR SKILLS PLANNING		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SSP: 27/2020	SENIOR MANAGER: SECTOR SKILLS PLANNING  ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM)  R992 333.00 – R1 587 775.00	1

MICT SETA seeks to employ a suitably qualified and competent **Senior Manager: Sector Skills Planning**, to strategically partner with business to achieve MICT SETA's objectives through the effective management of the SSP function.

The successful incumbent will be based at our Head Office, in Midrand and will report to the **Chief Executive Officer**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

#### MINIMUM REQUIREMENTS:

- A post graduate degree in Education, Business Leadership, Strategic Management or related field NQF 8
- At least 12 years' experience SSP of which 6 years' should be at managerial level.
- Experience within a SETA environment will be advantageous
- Computer literate (MS Office Suite)
- Policies and legislation, particularly governing public entities
- Risk management and internal control
- SETA operations and processes
- Competency assessments may form part of the selection process

## COMPETENCIES

- Leadership
- Strategic thinking
- Decision making
- Relationship management
- Advanced communication
- Environmental scan

## ROLES AND RESPONSIBILITIES

### Sector Skills Planning and execution

- Spearheads research through active engagement with stakeholders, Board, Executive Committee (EXCO) or Management Forum and aligned to the SSP.
- Conducts special studies and continuous research in the sector to inform the strategic long-term plans for MICTSETA.
- Develops the Sector Skills Plan (SSP) aligned to the NSDSIII and informing MICTSETA's Annual Performance Plan (APP).
- Ensures that there is proper alignment between the combined departmental efforts of MICTSETA and the Sector Skills Plan for the sector.
- Publishes research papers through the Department of Higher Education and Training (DHET) platform on research findings.
- Oversees the development of the Sector Skills Plan and Framework, research methodology and planning.
- Provides development, implementation, registration and materials support for Learning Programmes.
- Ensures that organisational learning programmes address the National Development Plans in particular, the Sector Skills Plan.
- Ensures that program outcomes are measured against learning objectives by submitting learning programmes and qualifications to Education and Training Qualifications Authority (ETQA) for registration on the National Learner's Records Database (NLRD).
- Prepares the Skills Development reports on achievement of performance objectives to feed into the Annual Performance Plan (APP).
- Promotes MICTSETA services and awareness through networking / convening conferences, workshops and seminars.
- Commissions research to establish the impact of training programmes.

### Management of department's performance

- Strategically develops the divisions Business Plan in line with the Operation's objectives.
- Identifies divisional risks and puts plans in place to mitigate such risks.
- Monitors divisional performance against set objectives.
- Identifies and proposes solutions to the challenges encountered by other divisions.
- Provides guidance on implementation of interventions to assist in the achievement of the division's objectives.
- Reviews and updates existing departmental procedures to ensure optimum performance.

- Conducts policy awareness and ensures consistent application within division.
- Ensures compliance with all aspects of Skills Development Regulations.

### Stakeholder relations management

- Effectively communicates MICTSETA's initiatives to support the development of alliances and partnerships with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions.
- Establishes collaborative partnerships with stakeholders to ensure sustainable implementation of MICTSETA Programmes.
- Ensures quality control of all operational outputs to stakeholders in relation to service delivery as prescribed in stakeholder agreements.
- Partners with the CEO to represent MICTSETA with external constituency groups, including committees, stakeholders, governmental and private organisations to ensure a positive company profile.
- Ensures that the MICTSETA meets its obligations as a member of relevant SETA structures and as a participant in relevant forum, chamber and DHET processes.

### Budget management

- Analyses the business plan to determine the financial requirements.
- Obtains the budgetary prescriptions from the Finance Division.
- Determines financial allocations in accordance with deliverables.
- Submits budget for approval in accordance with policies and procedures.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Peruses monthly expenditure statements from Finance and addresses anomalies.
- Explores opportunities to reduce costs.

### PROFESSIONAL ATTRIBUTES:

- Professional with astute attention to detail
- Emotional intelligence
- Innovative and influential
- Ability to effectively scan the environment for improvements and opportunities
- Integrity and the ability to deal with confidential information is essential
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure

### Application:

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Sandile Gumede ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **15 January 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



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