

## INTERNAL / EXTERNAL ADVERTISEMENT

DIVISION: LEARNING PROGRAMMES

17 February 2021

REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 06/2021	<b>SPECIAL PROJECTS OFFICER</b>  <b>ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM)</b>  <b>R493 344.00 – R592 013.00</b>	1

MICT SETA seeks to employ a suitably qualified and competent **Special Projects Officer**, the role's primary purpose is to provide leadership and support in the development and implementation of special and critical multifunctional projects of the MICT SETA that support the strategic objectives of the organisation.

The successful incumbent will be based at our Midrand office and report to the **Manager Learning Programmes**.

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

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree in Project Management, Management Sciences or equivalent
- A post graduate degree in Project Management will be advantageous
- At least 3 years' experience in project management as a Project Team Lead or Project Manager
- Understanding of Corporate Governance and Regulatory
- Knowledge of all legislative and regulatory frameworks and requirements in a SETA environment (PFMA; Skills Development Act; Skills Development Levies Act, National Skills Development Plan)
- Stakeholder relations management

**TECHNICAL COMPETENCIES**

- Excellent report writing skills
- Time management
- MS Office proficiency
- Presentation skills
- Planning and organising skills

## BEHAVIORAL COMPETENCIES

- High attention to detail
- Good interpersonal skills
- Stress tolerance and works well under pressure
- Efficient and effective in meeting deadlines and delivering results

## ROLES AND RESPONSIBILITIES

### Facilitation of special projects

- Conceptualisation and implementation of the special projects' strategy for the organisation
- Develop and review of special project policies, processes and procedures
- Develop relevant management systems and optimize controls and processes to meet NSDP targets
- Provide oversight and professional support in the implementation of special and rollover projects
- Ensure successful implementation and monitoring of special projects
- Provide project performance support and drive improvement of project delivery
- Identify and support integration of MICT SETA projects to high level government service delivery initiatives

### Project Management

- Planning, design and implement special projects in line with established processes and procedures
- Build project management system and processes to support speedy delivery of special projects
- Development and management of project budgeting and costing
- Quality assurance of special projects implementation

### Governance and Reporting

- Ensure efficient project governance processes and reporting in the Offices of the CEO and COO
- Ensure and enforce compliance with all statutory provisions/mandate relevant to MICT SETA
- Ensure maintenance of relevant records and information
- Report on all aspects of special projects delivery

### Stakeholder Engagement

- Manage strategic partnerships with key stakeholders participating in special projects of the MICT SETA
- Maintain effective networks, enhance relationships and advocacy on behalf of MICT SETA with key stakeholders, regulators etc.
- Representation of the organisation in relevant structures and forums

**Application:**

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **26 February 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.