



<b>INTERNAL / EXTERNAL ADVERTISEMENT</b>		
<b>DIVISION: LEARNING PROGRAMMES</b> 12 April 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 18/2021	<b>SENIOR MANAGER LEARNING PROGRAMMES</b>  <b>ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM)</b>  <b>R1 020 118.00 – R1 632 233.00</b>	1

MICT SETA seeks to employ a suitably qualified and competent **Senior Manager: Learning Programmes** to develop and implement the learning programmes' business plan aligned to the MICT SETA's strategy and determinedly manages the achievement of divisional objectives to ensure stakeholder satisfaction.

The successful incumbent will be based at our Midrand office and report to the **Chief Executive Officer**.

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

#### MINIMUM REQUIREMENTS:

- A postgraduate Bachelor's degree in Education, Business Leadership, Strategic Management or related field
- At least 10 years' experience in Skills Development of which 6 years' must be in LPD
- At least 6 years' managerial experience in Skills Development
- Knowledge of the Skills Development and National Qualifications Framework Acts
- Knowledge of Department of Higher Education & Training (DHET), National Treasury, Auditor General Performance Audit and SETA processes

#### TECHNICAL COMPETENCIES

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

#### BEHAVIORAL COMPETENCIES

- Environmental scan
- Influential
- Emotional intelligence
- Innovation

- Good judgement

## ROLES AND RESPONSIBILITIES

### Planning and Execution of Learning Programmes

- Provides input into MICT SETA's Annual Performance Plan (APP) based on detailed analysis of the National Sector Skills Development Plan III and areas identified through research initiatives within the sector.
- Ensures compliance with all aspects of Skills Development Regulations.
- Submits learning programmes to the Board for approval prior to submission to DHET.
- Obtains Feedback From DHET on learning programmes and implements recommendations.
- Provides development, implementation, registration and materials support for Learning Programmes.
- Ensures that organizational learning programmes address the National Development Plans.
- Promotes, monitors, evaluates and reports on Learning Programmes.
- Oversees quality management of learning programmes.
- Oversees the preparation of the Skills Development reports.
- Provides guidance on programme development through active involvement in programmes, services and initiatives.
- Identifies opportunities for MICT SETA to leverage cross-programme strengths to take advantage of new opportunities and/or to address organisational challenges.
- Provides guidance on all aspects of skills development to provincial offices.
- Promotes MICT SETA services and awareness through networking / convening conferences, workshops and seminars.
- Monitors beneficiary service satisfaction and addresses unsatisfactory service complaints.
- Timeously reports to Executive team on implementation and effectiveness of skills development interventions.

### Management of Department's Performance

- Improves productivity within the department and aligns business activities with department's business plan.
- Monitors departmental performance against set objectives.
- Identifies and proposes solutions to the challenges encountered by departments.
- Provides guidance on implementation of interventions to assist in the achievement of the department's objectives.
- Conducts policy awareness and ensures consistent application within department.
- Provides guidance to departments to ensure that all programme activities operate consistently and ethically within the mission and values of MICT SETA.
- Coordinates the efforts of the different departments to ensure minimal duplication of efforts and maximum efficiency.

### Stakeholder Relationship Management

- Assures optimal performance of relationship management capability.
- Interacts with stakeholders to drive a coordinated approach to the development of a positive experience.
- Encourages dialogue with stakeholders to aid in the achievement of MICT SETA's strategy.
- Effectively communicates MICT SETA's initiatives to support the development of alliances.
- Identifies and partners with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions.

- Ensures delivery of quality services in accordance with Service Level Agreements and stakeholder expectations.
- Effectively addresses all strategic operational issues with stakeholders to ensure sustainability.
- Implements recommendations from the stakeholders.
- Provides guidance on all aspects of skills development to stakeholders.
- Promotes MICT SETA services and awareness through networking / convening conferences, workshops and seminars.
- Monitors stakeholder service satisfaction and addresses unsatisfactory service complaints.
- Oversees the development and implementation of effective complaints handling processes, systems and procedures.

### **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.

### **Human Resources Management**

- Sets performance objectives for team by cascading of APP objectives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- Identifies areas of development and draws up action plans to address poor performance.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

### **Application:**

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of Ms. Boipelo Maithufi ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **23 April 2021**.

Queries may be directed to 011-207-2649.

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.**