

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES 26 August 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 32/2021	MANAGER: LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R488 841.00 – R782 190.00	1

MICT SETA seeks to employ a suitably qualified and competent **Learning Programmes Manager**, to manage the design and development of learning programmes aligned to skills development regulations and the implementation thereof through effective engagement with all stakeholders in line with MICTSETA's strategic objectives. The successful incumbent will be based at MICT SETA Head Office, in Midrand and will functionally report directly to the **Senior Manager Learning Programmes**.

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

MINIMUM REQUIREMENTS:

- Degree in Education, Training and Development or equivalent
- A minimum of 10 years' experience in skills development of which 3 years should be in a SETA Environment.
- Experience in similar position will be an added advantage.
- Knowledge of PFMA and PPPFA.
- Knowledge of Skills Development Act, NQF and Validation Framework.
- Knowledge of Batho Pele Principle.
- Knowledge and application of work based learning programmes Regulations.
- Knowledge White paper on Post School Education and training.
- Knowledge of National Skills Development plan (NSDP), NDP and NSDS.
- Knowledge of SETA Management system and DHET SETMIS Reporting process.
- Knowledge of Quality Assurance standards and norms.
- Knowledge of Skills development and National Qualifications Frameworks Act
- Public sector experience will be an added advantage
- Knowledge of Department of Higher Education & Training (DHET), National Treasury, Auditor General Performance Audit and SETA processes
- Knowledge of Training systems

ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management skills
- Quality management skills
- Customer focused
- High attention to detail
- Deadline driven

ROLES AND RESPONSIBILITIES

Management of Learning Programmes

- Educates stakeholders on skills priorities and learning programmes interventions in the sector.
- Ensures services to stakeholders are delivered timeously and accurately.
- Manages the registration process of learners for each respective function within the department to ensure that audit / reporting documentation is relevant and current.
- Verifies and submits documentation of programmes and learner registrations to the Department of Higher Education and Training (DHET) in line with regulatory requirements.
- Manages the monitoring of learners and their progress on programmes and qualifications implemented.
- Manage letter of intents submissions, compliance and vetting of letter of intents
- Manages stakeholder's and oversees the implementation of all learning programmes to ensure the timely achievement of project objectives and deliverables.
- Ensures that the payments on Discretionary Grants are aligned to Service Level Agreement (SLA) and payments are effected timeously to ensure prompt delivery on programmes.
- Collects and analyses learning needs, develops learning objectives, and designs learning products (courses, conference sessions, e-learning, etc.) using sound adult learning principles.
- Promotes newly registered learning programmes within each respective province.

Development of Curriculum

- Ensures the efficient and effective development of Implementation plan for learning programmes.
- Verifies with Senior Manager that learning programmes development initiatives are aligned to the Sector Skills Plan (SSP) and the country's national strategies prior to design and development.
- Facilitates the design, developing, registering and ensures the implementation of all structured learning programmes.
- 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).

Monitoring of Adherence to Learning Programme Requirements

- Ensures adherence to the Service Level Agreement (SLA) that governs the relationship between Stakeholders and MICT SETA
- Ensures that the providers appointed are accredited for the programme approved.
- Ensure that the stakeholders are meeting all the criteria to implement learning programme.
- Ensures that stakeholders comply with all of the regulatory and MICTSETA processes and corrective action is implemented if necessary.
- Liaises with SSP and South African Qualifications Authority (SAQA) to ensure that there is alignment between the services required and provider services.
- Monitor and evaluate the implementation of learning programmes in line with policies, systems, governance process, compliance and risk management
- Verify vetting and site visit reports prior recommendations.
- Evaluate completionfactfile reports

Stakeholder Relationship Management

- Effectively communicates MICTSETA'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.
- Establishes collaborative partnerships with stakeholders to ensure sustainable implementation of MICTSETA Programmes.
- Ensures delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Implements recommendations from the stakeholders.

Preparation of Reports

- Reports to Senior Manager on the achievement on the Learning Programme objectives.
- Track performance achievement on monthly basis and provide a report to Senior Manager.
- Reports achievement on Quarterly basis to DHET through SETMIS.
- Reports to Senior Manager on the registration and verification of learning programmes on the NLRD in order to ascertain alignment to mandate delivery.
- Provides reports to Senior Manager on the registration of learners per qualification and programme.

Human Resource Management

- Sets performance objectives for team by cascading of Corporate initiatives 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 copies of qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **08 September 2021**. Queries may be directed to 011-207-2600.

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



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