

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: SECTOR SKILLS PLANNING 05 July 2023		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SSP: 19/2023	MANAGER: SECTOR SKILLS PLANNING  ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R804 300.00 – R1 133 700.00	1

MICT SETA seeks to employ a suitably qualified and competent **SSP Manager** to manage the analytical and research activities supporting MICT SETA's strategic, short-term, and long-range goal planning function. Oversee data collection and conduct organisational reviews to identify the business's strengths and weaknesses and evaluate operational effectiveness.

The successful incumbent will be based at Head Office, in Midrand and will report to the **Senior Manager SSP**.

#### MINIMUM REQUIREMENTS:

- A Post Graduate qualification (NQF Level 8) or equivalent in Public Administration / Social Sciences / Education and Training.
- A Masters or equivalent in the relevant field of study will be an added advantage
- At least 5 years' experience working within a strategic planning and research environment or similar, of which 2 - 3 years should at a management level.
- Experience in research, strategic planning, education, training.
- SETA experience would be an added advantage.
- Sound knowledge, understanding and experience of Skills Development Act, Skills Development Levies Act, National Skills Development Plan, National Qualifications Framework Act, SETA Grant Regulations, Public Finance Management Act, National Treasury Regulations and other applicable regulations.
- Vast knowledge and understanding of research protocols and monitoring and evaluation frameworks.
- Required to work extensive hours and meet deadlines.
- May be required to travel as and when needed.
- A valid driver's license

#### ROLES AND RESPONSIBILITIES

##### Operational Strategic Planning

- Provide strategic, operational, administrative and leadership to the SSP division of the MICT SETA.
- Design and develop the Strategy & Research unit business operational plans and budget that will feed into the Strategic Support organizational strategy to achieve the MICT SETA objectives.
- Manage, monitor, control and evaluate Research and Planning unit implementation plans.

## Organisational Strategy Planning

- Manage and oversee the development and implementation of Sector Skills Plan priority actions.
- Manage and oversee the development and implementation of Strategic Plan and Annual Performance Plan.
- Plan, oversee and evaluate WSPs and ATRs submitted by all firms to inform development of the Sector Skills Plan on an annual basis.
- Establish partnerships with research institutions for the development of the Sector Skills Plan, which will contain lists of occupational shortages (scarce skills) and skills gaps (critical/top-up skills) on an annual basis.
- Strategically manage the development and maintenance of the MICT SETA strategic, annual performance and work planning policies, regime and instruments
- Facilitate the development, adoption and publishing of the MICT SETA Strategic Plan.
- Direct the development and maintenance of the MICT SETA planning research agenda.
- Facilitate the development and maintenance of measurable performance indicators for all planning instruments.
- Manage and consolidate briefings and other performance reports of the division as and when required by the CEO.

## Research Management

- Manage research that informs the development and implementation of Sector Skills Plan, Strategic Plan, and Annual Performance Plan.
- Compile and implement Research Strategy, and Research Agenda.
- Drive and oversee the conducting of sectional technical and analytical research of the sector skills environment.
- Ensure the development of relevant research design procedures.
- Oversee the development of research plans and proposals, and terms of reference for MICT SETA projects.
- Oversee the design of analytical frameworks for data collection methods.
- Drive the implementation of approved research projects.
- Drive and conduct sectoral analysis and model labour market skills.
- Apply various statistical techniques as required by the research study to arrive at logical inferences that will inform key business decisions.
- Ensure the appropriate implementation of quality control measures to verify research data and reporting.
- Ensure and compile quality research reports for submission to relevant stakeholders to inform key decision making.

## Stakeholder and Customer Relations

- Establish and monitor healthy diverse workable internal and external relations.
- Manage and coordinate stakeholder input processes into the organisation planning process.
- Provide relevant and specialised support and advise to applicable stakeholders and regional offices.
- Effectively communicate planning objectives, organizational performance indicators and performance outcomes to internal stakeholders.
- Maintain relationships with heads of Divisions.

## Compliance & Risk Management

- Design, develop and oversee the implementation of guidelines and policies to ensure implementation of processes and procedures and to ensure sufficient resources for the smooth running of the Strategy & Research unit.
- Manage risk pertaining to the operations of SSP sub-division.
- Adhere to the compliance calendar deadlines.

## People Management

- Build and lead an effective and cohesive team through the effective management of divisional resources.
- Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division.
- Development of a Career Opportunities Guide to communicate career opportunities within the MICT SETA sector
- Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Ensure the management of poor performance and disciplinary matters in line with the MICT's policies and procedures.

### SYSTEM SKILLS:

- Microsoft Office Suite – Intermediate

### VALUES:

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

### BEHAVIOURAL:

- Organisational and planning
- Decision making
- Problem solving and analysis
- Interpersonal relations
- Team leadership
- Initiative
- Honesty and integrity
- Innovative
- Attentive to detail and accuracy

### FUNCTIONAL:

- Strategic Capability and leadership skills
- Stakeholder Management and relations
- Research and Analysis
- Financial Management
- Programme and Project Management
- People Management
- Business Writing Skills

- Communication (Verbal and Written)
- Transformation and Change Management
- Conflict Management
- Risk Management

**Application:**

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Mafeta Mabelebele ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **14 July 2023**. Queries may be directed to 011-207-2600.

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 highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

*Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)*