



<b>INTERNAL / EXTERNAL ADVERTISEMENT</b> <b>DIVISION: LEARNING PROGRAMMES</b> <b>18 March 2024</b>		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LP: 10/2024	<b>MANAGER SPECIAL PROJECTS</b> <b>ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM)</b> <b>R804 300.00 – R1 133 700.00 CTC PER ANNUM</b>	1

MICT SETA seeks to appoint a suitably qualified **Manager Special Projects** to manage the implementation of special projects aligned to skills development regulations through effective engagement with all stakeholders in line with MICT SETA’s strategic objectives.

The successful incumbent will be based at our Midrand Office and will report to the **Senior Manager Special projects**.

**MINIMUM REQUIREMENTS:**

- Matric/Grade 12
- B-Degree or Advanced Diploma in a relevant field (NQF Level 7) please indicate primary qualification/s (HRD/Administration)
- An Honours Degree or equivalent in the relevant field of study will be an added advantage
- A project management qualification would be an advantage
- 5 years’ relevant experience of which 3 years should at a Management or Supervisory level
- Experience in the SETA environment will be an added advantage
- In-depth knowledge of Skills Development Act and Skills Development Levies Act
- Knowledge of SAQA and the National Qualifications Framework (Qualifications and Unit Standards)
- Knowledge of the OFO Code Framework, PFMA and SETA Regulations
- Knowledge of Record Management systems and archival best practices
- Knowledge and understanding of the company policies and procedures applicable to the specific work environment to ensure that work outcomes are compliant to the policies and procedures
- Required to work extensive hours and meet deadlines
- Valid driver’s License

## REQUIRED OUTPUTS

### Strategic planning

- Assist and provide inputs in the development of the Annual Performance Plan and Operational Plans and ensuring progress against the approved annual targets.
- Reports to Senior Manager on the achievement of the special projects objectives.
- Provides reasons to Senior Manager for non-achievement of the Annual Performance Plan targets.
- Compile monthly and quarterly reports on special programmes.

### Management of Special Projects

- Manage the implementation of special projects initiatives to support MICT SETA's sector skills agenda.
- Educates stakeholders on skills priorities 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.
- Manages approved or implementing stakeholders and oversees the disbursement of schedules aligned to 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 projects.
- Ensures adherence to the Service Level Agreement (SLA) that governs the relationships between MICT SETA and employers.
- Ensures that the providers appointed are accredited for the programme approved.
- Ensures that approved implementing employers comply with all of the regulatory and MICT SETA processes and corrective action is implemented if necessary.
- Provides reports to Senior Manager on the registration of learners per qualification and project.
- Implement and maintain systems to track, store and safeguard records.
- Assist the Senior Manager in developing and implementing a special projects' strategy for the organisation.
- Implement special projects processes and procedures.
- Implementation of special projects and alignment of special projects into organisational planning, SETA funding model and commitment register.
- Conduct quality assurance and report on approved special projects.
- Ensure that all partnership and special projects are managed and administered in line with SETA policies, signed MoU in consultation with the Senior Manager.
- Researches and develops new projects by checking how to continuously improve on existing projects.

- Monitors the status of projects by meeting monthly with Senior Manager and team to give feedback on the progress on projects and on risks mitigated.

### **Special projects Grant Applications**

- Manage compliance and site vetting process for special projects grant applications received from companies.
- Draft and submit strategic funding proposal to external potential funders.
- Organise strategic fundraising initiatives meeting and stakeholder engagements.
- Develop reporting framework for strategic projects.
- Develop collaborative MOUs template for future funding opportunities.
- Verify and process payment pack prior to the Senior Manager's final approval.
- Communicate availability of grants to stakeholders.
- Verify with Senior Manager that special projects development initiatives are aligned to the Sector Skills Plan (SSP) and the country's national strategies prior to design and development.
- Report to the Senior Manager on the achievement of special projects targets and strategic partnership objectives.
- Assist in the development and implementation of learner online enrolment process as per the Grant regulation and DHET requirements.
- Manage the commitments register for special projects
- Provide inputs for Discretionary Grant Policy updates.

### **Financial Management**

- Compile and strategic projects operational budget.
- Manage and control budgets for projects allocated by checking that there is no overspend or underspend of the budget and there is compliance with the SLA in terms of amounts to be paid to the employers and training providers.
- Review payments of grants and ensure all payments are done within payment terms and in line with policies and procedures of the organisation.

### **Stakeholder Relationship and Management**

- Partner with employers and the Strategy and Research unit to identify skills gaps and ensure the implementation of appropriate special projects to address sector gaps.
- Liaises with and manages relationships with employers, stakeholders, training providers, FET College/University of Technology/University representatives and learners by attending regular meetings to ensure that all work experience programmes are on track.
- Educate stakeholders on skills priorities in the sector.
- Ensure services to stakeholders are delivered timeously and accurately.
- Effectively communicates MICT SETA's initiatives to support the development of alliances.
- Provides support and feedback to employers, stakeholders and training providers.
- 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 MICT SETA special projects.

- Ensures delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Implements recommendations from the stakeholders.
- Build relationships with MICT SETA stakeholders by facilitating sessions with employers on topics like tax rebates.

### **Risk and Compliance Management**

- Ensure the mitigation of the business unit's risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.
- Responsible for the coordination and maintenance of quality risk management in line with relevant requirements.
- Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements.
- Support and provide evidence to all internal and external audit requirements.
- Oversee the maintenance and enforcement of all Special projects Administration related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence in the Special projects Administration team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **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.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit.
- 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 that the working environment contributes to improving employee engagement, recognition and increased productivity.
- Ensure that management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.

### **VALUES, FUNCTIONAL AND BEHAVIOURAL COMPETENCIES**

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

- Responsiveness
- Strategic Capability and leadership skills
- Stakeholder Management and Relations
- Budget and Financial Management
- Programme and Project Management
- People Management
- Business Writing Skills
- Communication (Verbal and Written)
- Report Writing
- Document Management
- Change Management
- Conflict Management
- Risk Management
- Organisational and planning
- Decision making
- Problem solving and analytical thinking
- Interpersonal relations
- Team leadership
- Resilience
- Emotional Self Awareness
- Results orientation
- Attentive to detail and accuracy

**Application:**

Please click the link to apply <https://forms.office.com/r/2ejFjyvuU9> by no later than **27 March 2024**.

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.**