

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES		
09 July 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 23/2024	SPECIAL PROJECTS OFFICER ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R575 918.00 – R803 551.00	1

MICT SETA seeks to employ a suitably qualified and competent **Special Projects Officer**, 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 role will be based at our Midrand Head office and will report to the **Manager: Special Projects**.

MINIMUM REQUIREMENTS:

- Bachelor's degree in project management, Management Sciences or equivalent to NQF level 7
- A post graduate degree in Project Management will be advantageous
- 3-5 years (s) Experience in project management as a Project Team Lead or Project Manager required
- Understanding of Corporate Governance and Regulatory
- All legislative and regulatory frameworks and requirements in a SETA environment (PFMA; Skills Development Act; Skills Development Levies Act, National Skills Development Plan)
- Stakeholder relationship management
- Valid driver's License

ROLES AND RESPONSIBILITIES

Special Projects Management

- 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.
- Draft proposal requesting funding from funders.

- 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.
- 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.
- Quality assurance of special projects implementation.
- Ensure maintenance of relevant records and information
- Report on all aspects of special projects delivery.

Risk and Compliance

- Provide input into the Learning Programmes risk register in consultation with the Manager.
- Ensure efficient project governance processes and reporting.
- Ensure and enforce compliance with all statutory provisions/mandate relevant to MICT SETA.
- Support and provide evidence to all internal and external audit requirements.
- Oversee the maintenance and enforcement of all related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence to all relevant laws, policies and Standard Operating Procedures throughout the organisation.
- Ensure timeous submission of management reports.

Financial Management

- Development and management of project budgeting and costing.
- Ensure expenditure is in line with budget requirements.
- Ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE).

Stakeholder Liaison and Relations

- 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. Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy

- Collaboration
- Responsiveness

BEHAVIOURAL COMPETENCIES

- Planning and Organising
- Decision making
- Problem solving and analysis
- Interpersonal relations
- Stress tolerance and works well under pressure
- Deadlines driven
- Networking
- Team player
- Attentive to detail and accuracy

FUNCTIONAL COMPETENCIES

- Strategic Capability and leadership skills
- Stakeholder Management and relations
- Financial Management
- Project Management
- Report Writing
- Presentation
- Communication (Verbal and Written)
- Time Management
- Transformation and Change Management
- Risk Management

Application:

Please click the link to apply <https://forms.office.com/r/pTqt2WJ7Qk> by no later than **18 July 2024**.

Queries may be directed to 011-207-2649.

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.

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/>)