

Advertisement

Manager: Special Projects (Fixed term position until 31 March 2030)

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Manager: Special Projects (Role Band: D3)**, who will report directly to the **Chief Operations Officer** and be based at the Head Office in Centurion.

Grading: (Role Band: D3)

Key Scale: R 1 138 652 (Total Cost to Company)

The role of this position is to:

To plan, manage, guide and drive the successful implementation of strategic special projects for the W&RSETA across different platforms, mediums and stakeholder groups.

Key Performance Areas will include but not limited to the following:

- Evaluate, assess and analyse strategic special proposals and prepare recommendations, motivations, business cases for consideration by COO for potential submissions to EXCO and/or the Board or implementation by the office of the COO
- Effectively plan, schedule and cost strategic special projects ensuring optimal value output and time management
- Effectively plan, manage, coordinate, guide and direct strategic special projects ensuring delivery according to project objectives, timelines and specifications
- Cost effective utilization, management and control of the special projects budgets ensuring compliance to regulations
- Close working relationship with Management and external Stakeholders on key strategic special programmes and projects to ensure alignment to objectives, deliverables and timelines
- Assist with effective stakeholder relationship management to support delivery on strategic special projects and to amicably resolve complaints ensuring all feedback loops are completed
- Close working relationship with Research and Innovations, Strategic Planning and Performance Reporting to ensure optimal integration of SETA functions
- Statistical analysis of all formal, standard reporting and feedback provided by SPPE in order to ensure accurate, up-to-date reflection of performance status
- Liaise with the COO's office to ensure alignment of offices and optimal integration and streamlining of efficiencies and effectiveness of operations
- Preparing and consolidate reports for COO Office submissions to the Board and other Committees
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor, measure and statistical analysis of the strategic special projects results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to maintain or exceed targets
- Review and validate integrated reports for submission to governance structures before CEO final approval
- Effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve SETA performance
- Assist the COO to build, maintain and grow relationships across the sector ensuring stakeholder needs are understood and opportunities are optimally exploited
- Assist with implementing sound corporate Governance in all aspects of the SETA's business ensuring the integrity of SETA operations

- Professional visible representation of the SETA, ensuring all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders, and also between Management, Staff and external Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Bachelors' degree in Public Administration/ Management.
- NQF 8 or higher qualification will be an added advantage
- 5-7 years' experience in a project management position
- Excellent knowledge and understanding of Higher Education strategy and framework
- Sound knowledge and understanding of the Wholesale and Retail sector, legislation and policies and procedures
- Proven track record in managing projects finances successfully
- Proven track record in driving execution and optimizing performance
- Up-to-date knowledge and understanding of new developments and strategies in the sector
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at careers@wrseta.org.za The closing date for applications is: **17 June 2023**