

Advertisement

Provincial Manager: KZN

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Provincial Manager: KZN** who will report directly to the **Senior Provincial Manager: KZN & EC** and be based at the Provincial Office.

Grading: (Role Band) : D3

Key scale: R 1 138 652

The role of this position is to:

To lead, manage, guide, coach, motivate and performance manage and inspire the KZN team to ensure the successful implementation of the KZN Operational, Strategic and Annual Performance plans as per the agreed DHET targets, NSDP and stakeholder needs and requirements for the Wholesale and Retail Sector.

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

- Ensure effective and efficient end-to-end delivery, implementation and quality assurance of projects and programmes (learning programmes, bursary & placements, rural development, disability, SME, career guidance, special projects) in KZN that will result in optimal KZN W&RSETA performance
- Manage, guide, develop, coach, motivate, performance manage and inspire the KZN team ensuring performance against set individual and provincial targets
- Ensure optimal and effective stakeholder relationship management across the KZN province to support optimal delivery on the NSDP
- Ensure the effective and efficient conceptualization, implementation, execution, coordination and management of all projects and programmes in KZN
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Ensure effective and efficient contracting with stakeholders and the contract management of all contracts 'end-to-end', including the accurate capturing, maintenance, performance management and close-out on the system for all KZN contracts
- Continuously track, monitor and measure the provincial results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to maintain or exceed targets
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of performance status for KZN province
- Provide key inputs and support from KZN province to inform the development of Operational SETA's Sector Skills Plan, Strategic, Annual Performance and Provincial Operational Plans to ensure delivery on sector needs and requirements, whilst ensuring compliance with legislation
- Ensure the effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve KZN SETA performance
- Close working relationship between KZN and other provinces, functions in Operations, SPPE and Finance to enable optimal SETA performance
- Encourage the knowledge-sharing and documentation of information which will create an informed environment with up-to-date developments in the sector

- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Build and maintain stakeholders' relationships across the KZN province ensuring stakeholder needs are understood, appropriate time allocation per region and opportunities are optimally exploited
- Ensure proper management of provincial administration and projects finances
- Manage, control and effectively utilization of the KZN Operations budget with healthy controls to mitigate against irregular, fruitless and wasteful expenditure
- Implement sound corporate Governance in all aspects of the KZN SETA's operations with integrity
- Inculcate a culture of learning and development which will encourage and build a capable KZN provincial team in the form of skilled personnel, in all areas with sound business processes in place
- Professional conduct in representation of the SETA which will demonstrate the SETA values
- Effective and professional communication and dialogue with external and internal stakeholders (Management, Staff and external Stakeholders)
- Continually build a healthy relationship in relation to a changing environment, so that people can adapt quickly to necessary reinvention and the changing SETA Landscape
- Successfully plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Bachelor's degree in Public Administration/ Management/ Business Management.
- NQF 8 or higher qualification and/or will be an added advantage
- 10 years' experience in a management position with exposure to various functions in the SETA environment
- Sound knowledge and understanding of the Wholesale and Retail sector, legislation and policies and procedures
- 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**