

Advertisement

Senior Manager: Performance and Reporting

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Senior Manager: Performance and Reporting** who will report directly to the **Executive: Strategic Planning and Performance Evaluation (SPPE)** and be based at the Head Office in Centurion.

Grading: (Role Band: D5)

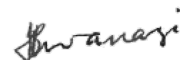
Salary: R1 403 732 – R1 557 925 (Total Cost to Company per annum)

The role of this position is to:

To ensure the effective and efficient development and implementation of a Quality Management Strategy and performance Monitoring and Evaluation System (MES) that will support the SETA to continuously, proactively monitor and report performance on all levels of operations and enable optimal alignment and adherence to applicable legislations

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

- Manage the efficient development and implementation of the QMS and Monitoring and Evaluation policies, programmes, procedures and guidelines
- Ensure efficient, effective, timeous and professional monthly and quarterly reporting to DHET and other related structures
- Ensure the implementation of an effective and proactive performance monitoring and evaluation strategy and system that will enable proactive, accurate reporting of SETA performance on all levels of operations
- Oversee and direct the development, review and implementation of the SETA's Monitoring and Evaluation strategy, framework and plan to ensure delivery on objectives
- Ensure the effective implementation of Quality Management System aligned with applicable legislations
- Ensure the development, review and efficient and effective implementation of the Organisational Performance Management Policy
- Ensure the effective and efficient coordination, verification and analyses on monthly, quarterly, mid-year and annual organisational performance on the implementation on the Annual Performance Plan (APP) and Provincial Operational Plans
- Ensure the effective and proactive provision of action plans for performance information findings, monitor and report on the successful implementation thereof
- Proactively advice and contribute to continuous improvement of organisational performance management processes



19/08/2022

- Ensure the efficient, effective central management of SETA information eg. policies and procedures, plans, reports, strategies etc. making sure information is secure, however accessible
- Ensure the compilation of monthly and quarterly programme performance reports as a mechanism for measuring delivery on the SETA's strategic objectives
- Accountable for the compilation of the SETA's annual reporting ensuring accuracy, quality and compliance to standards and legislation
- Coordinate the submission of the consolidated stakeholders
- Close working relationship with Research and Innovation, & Strategic Planning to optimally support the provinces and proactively contribute to optimize SETA's performance
- Ensure provision of training and support to the provinces and head office on Monitoring and Evaluation and QMS processes, policies, procedures and best practices
- Manage, develop, coach, motivate, performance manage and inspire the Performance and Reporting team ensuring performance against set individual targets
- Ensure knowledge-sharing, documentation of information and a team that is informed and up-to-date with developments in the sector
- Ensure that W&RSETA comply with its own quality management services standard
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's performance targets
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Manage and control effective utilization of the Performance and Reporting budget
- Ensure adherence to W&RSETA policies, procedures and relevant legislation
- Professional visible representation of the SETA, ensuring all behaviours and conduct are aligned with the SETA values
- Maintain professional and technical knowledge and best practices and ensures a team that is informed of new developments and initiatives
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Bachelor's degree in Public Administration/Management or Business Administration
- A postgraduate qualification will be an added advantage
- An NQF qualification in Project Management
- 5 Years in organizational performance reporting or strategy at a Management level
- Excellent knowledge and understanding of data systems and information management systems
- Excellent knowledge and understanding in monitoring and evaluation methodologies and tools application
- Demonstrable experience in policy development and review
- Experience in a SETA environment
- Excellent data management skills and report writing abilities

Shwanayi



- Excellent knowledge and understanding of Corporate Governance and Regulatory Frameworks including: PFMA, Skills Development Act, Skills Development Levies Act, National Treasury Regulations, South African Qualifications Act, Government-Wide Monitoring and Evaluation Framework and other related legislation
- 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: **01 September 2022**



19/08/2022