

Advertisement

Specialist: Small Medium and Micro Enterprises (SMME)

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Specialist: SMME**, who will report directly to the **Senior Manager: Strategic Planning** and be based at the Head Office in Centurion.

Grading: (Role Band: D1)

Key Scale: R 634 502- R747 411 (Total Cost to Company)

The role of this position is to:

Develop the Small, Medium and Micro Enterprises (SMME) and Informal Traders skills development strategies, policies and procedures ensuring optimal alignment with the National Skills Development Plan (NSDP) and stakeholder needs and requirements.

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

- Solicit input from all provinces in the development of SMME and Informal Traders skills development strategies, policies and procedures
- Develop the overall and provincial specific SMME projects and strategic interventions to meet the Annual Performance Plan (APP) targets
- Proactively monitor delivery and performance according to the overall SMME plan, and support and advice provinces to meet performance objectives and targets
- Provide templates for reporting in order to ensure consistency of SMME information management
- Consolidate all SMME provincial reports on a monthly, quarterly, six monthly and annual basis ensuring the report is an accurate reflection of SMME performance for performance reporting
- Main liaisons with DHET with regards to all SMME and Informal Traders matters, ensuring DHET is informed and all queries are quickly and amiably resolved
- Provide subject matter expertise on SMME and informal traders and proactively provide advice to all levels of operations
- Continuously assess and investigate opportunities to improve performance delivery on SMME objectives and performance targets and provide innovative smart solutions to existing challenges
- Maintain close working relationship with provinces to optimally support the provinces and proactively contribute to optimise SETA's performance
- Ensure knowledge-sharing, documentation of information and that the provincial teams are informed and up-to-date with developments on SMME and informal trader matters
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on the SETA's performance targets
- Ensure that the synergy between the different divisions is utilised to continuously support SETA's performance and delivery against set objectives
- Ensure adherence to W&RSETA policies, procedures and relevant legislation
- Professional visible representation of the SETA in line with the organisational values
- Maintain professional and technical knowledge and best practices
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Management or Business Administration
- NQF qualification in Project Management
- 3 Years experience in a SMME and Informal Traders environment in planning, implementation and reporting
- Excellent knowledge and understanding of the National Skills Development Plan
- Thorough understanding of the South African SMME landscape including challenges faced by SMMEs
- Knowledge and understanding of the National Small Business Amendment Act
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape

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

NB: Please include the name of the post or reference on the subject line on the applications.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: **Libokanyo Khumalo (Senior Manager: HR) at recruitment@wrseta.org.za**. Correspondence will be limited to short-listed candidates only. The closing date for applications is **19 September 2021**.