

Advertisement

Senior Project Specialist: Western Cape

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Senior Project Specialist: Western Cape**, who will report directly to the **Provincial Manager** and be based at the **Western Cape Provincial Office**.

Grading: (Role Band: D2)

Salary: R941 746 (Total Cost to Company per annum)

The role of this position is to:

To manage, guide, motivate and performance manage and inspire the Western Cape project team to ensure the effective and efficient end-to-end delivery and implementation of projects and programmes (learning programmes, bursary & placements, rural development, disability, SME, career guidance, special projects) in Western Cape that will result in optimal Western Cape W&RSETA performance.

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

- Manage and coordinate the 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 Western Cape that will result in optimal Western Cape W&RSETA performance.
- Manage, develop, coach, motivate, performance manage and inspire the Western Cape project team ensuring performance against set individual and provincial targets
- Support effective stakeholder relationship management across the Western Cape province to support optimal delivery on the provincial targets and objectives
- Ensure the effective and efficient implementation, execution, coordination and management of all projects and programmes in Western Cape
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- 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 Western Cape contracts
- Continuously track, monitor and measure the provincial project 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 project performance status for Western Cape province
- Participate in giving inputs and support from Western Cape 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

- Effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve Western Cape SETA performance
- Ensure a close working relationship between the project specialists to optimally support Western Cape performance and deliver on stakeholder needs and requirements
- Weekly and monthly reporting on performance in line with the Ops Plan for the Province
- Supports knowledge-sharing, documentation of information and ensure a project team that is informed and up-to-date with developments in the sector
- Maintain a good relationship between the different divisions to continuously support performance and delivery against set objectives
- Build, maintain and grow relationships across the Western Cape province ensuring stakeholder needs are understood, appropriate time allocation per territory and opportunities are optimally exploited
- Adhere to sound corporate Governance in all aspects of the Western Cape SETA's operations ensuring the integrity of SETA operations
- Ensure behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, coordinate and execute ad hoc projects
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Minimum Qualifications and Experience

- National Diploma Public Administration/Public Management/Business Management
- Bachelor's degree in Public Administration/Management/Business Management will be an added advantage
- 5- 7 years' experience in a project management environment with exposure to various functions in the SETA environment
- SDF certification
- Valid driver's license and own reliable transport
- Sound knowledge and understanding of the Wholesale and Retail sector and policies and procedures
- Proven track record in driving execution and optimizing performance
- Sound knowledge and understanding of skills development
- 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 organization will give preference to candidates in line with the Employment Equity goals.

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

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za. The closing date for applications is: **16 November 2024**