

Advertisement

Project Specialist: Chief Operation Officer

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Project Specialist: Chief Operation Officer**, will report directly to the **Senior Project Specialist: Chief Operation Officer** and be based at the **Head Office: Centurion**.

Grading: (Role Band: C3)

Salary: R454 442 (Total Cost to Company per annum)

The role of this position is to:

To assist and support the COO and Senior Specialist with the successful implementation of the Operational, Strategic and Annual Performance plans as per 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:

- Effective and efficient end-to-end delivery, execution, coordination, quality assurance and implementation of allocated projects within operations ensuring all targets are met within the specified timelines and contract specifications
- Continuous provide support to the Senior Project Specialist in the oversight of the Annual Performance Plan (APP) on a national basis ensuring the COO is informed and up-to-date with operational performance, potential risks and challenges
- Contribute for the development and implementation of a streamlined processes to drive cross functional, provincial, cluster team collaborations
- Overall administrative expense oversight of the Operational budget nationally ensuring cost effective utilization and control of the Operational budget
- Close working relationship with provincial offices on key strategic programmes and projects to ensure alignment to objectives, deliverables and timelines
- Assist with effective stakeholder relationship management across the provinces and regions to support delivery on the NSDP and to amicably resolve complaints ensuring all feedback loops are completed
- Close working relationship with enabling department inclusive of SPPE, ICT, FIANACE, Internal Audit, Internal Control, Corporate Services and CEO's through the office of Senior Project Specialist to ensure optimal integration of SETA functions in all Operations
- Identify, coordinate, manage and schedule strategic stakeholder management feedback sessions
- Assist with preparing and consolidation of operational reports
- Continuously track, monitor, measure and statistical analysis of the provincial and regional 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 COO 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

- Support a close working relationship between Operations, SPPE and Finance to enable optimal SETA performance
- Knowledge-sharing, documentation of information and supporting an Operational team that is informed and up-to-date with developments in the sector
- Assist the COO to build, maintain and grow relationships across the provinces ensuring stakeholder needs are understood, appropriate time allocation per territory and opportunities are optimally exploited
- Assist with implementing sound corporate Governance in all aspects of the SETA's operations ensuring the integrity of SETA operations
- Professional visible representation of the SETA, ensuring all behaviours and conduct are aligned with the company 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

- National Diploma in Project Management/Public Management/Business Management
 - Project Management certificate will be an added advantage
 - Degree in Public Administration/Management/Business Management will be an added advantage
 - 5 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, legislation and policies and procedures
 - Understanding of W&RSETA processes for learning programmes Annexure 2 submissions
 - Sound knowledge and understanding of NSDP & New Grants Regulations
 - 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 organisation 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 recruitment@wrseta.org.za. The closing date for applications is: **16 November 2024**