

Advertisement

Senior Specialist: Research and Innovation

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

Grading: (Role Band: D3)

Key Scale: R 1 138 652 (Total Cost to Company)

The role of this position is to:

The primary role will be to facilitate, efficiently coordinate, and manage all aspects of the SETA's research agenda, research information, research data gathering, and implementation of an innovation strategy. This includes overseeing the SETA's Research Leadership Chairs and undertaking the research and data collation when supporting the development of a high-quality Sector Skills Plan (SSP), Strategic Plan (SP), Annual Performance Plan (APP), and Provincial Skills Plans (PSP) for the wholesale and retail sector. Additionally, the position entails a significant contribution to supporting the strategic planning processes and ensuring a cohesive alignment with organisational objectives.

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

- To facilitate, with efficiency and effectiveness the coordination of all aspects of the SETA's research, intelligence, and data gathering.
- To research, design, and support the implementation of an innovation strategy agenda ensuring the utilization of credible stakeholder processes and procedures, across the wholesale and retail sector.
- To plan a high-quality research process efficiently and effectively in support of the SSP, SP, APP, and PSP for the wholesale and retail sector, ensuring the required inputs, information, and all data are included to deliver on the stakeholder needs and requirements.
- To conduct SSP workshops, focus group sessions, and employer interviews as part of the research in support of the SSP, SP, and APP update process.
- To conduct employer interviews to support the development of Occupations in Demand and the verification thereof.
- To conduct research and determine through the use of quantitative and qualitative research methodologies the 'Hard-To-Fill- Vacancies'(HTFV) and Sectorial Priority Occupations, compile and submit reports to DHET by the deadline and provide an analysis and the supporting data.
- To liaise with various SETA business units about research data informing All Strategic plans across the SETA.
- To develop a Research communication, marketing, and publication strategy for the SETA across the wholesale and retail sectors.
- To communicate with and provide research feedback to stakeholders on HTFV and Sectorial Priority Occupations.

- To keep stakeholders and provinces informed and up-to-date on the Organising Framework for Occupations (OFO) and assist with queries.
- To develop, implement, and monitor the SETA research plan, ensuring optimal return on investment for the SETA and all operations.
- To conceptualise, design, and implement approved research projects and other related ad hoc projects ensuring optimal value and performance for the SETA.
- To continuously conduct tracer and impact studies to monitor and track the skills development interventions and return on investment for the sector and when required improve or implement corrections timeously.
- To provide support in coordinating and aligning research projects with the overall organisational strategy.
- To collaborate with cross-functional teams to ensure strategic objectives are met through innovative research approaches.
- To perform a detailed analysis of the wholesale and retail sector to accurately forecast SETA's needs and requirements in the future and translate these needs and requirements into viable solutions.
- To ensure knowledge-sharing, documentation of information, and publication of information and research outcomes are up to date with developments in the sector.
- To ensure optimal exploitation of research opportunities aligned with National imperatives.
- To ensure a close working relationship between the different divisions across the SETA.
- To ensure continuous delivery of SETA's research and innovation performance targets.
- To build, maintain, and grow strategic relationships with All strategic research partners ensuring that the industry remains at the cutting edge of research and innovation.
- To efficiently and effectively manage research and innovation a Memorandum of Understanding (MOU) with strategic partners thereby ensuring that the sector benefits from research undertaken and the implementation of an innovation strategy.
- To manage and control the effective utilization of the research budget.
- To ensure adherence to W&RSETA policies, procedures, and the relevant legislation.
- To be a professional representative of the SETA, and ensure all behaviours and conduct are aligned with the SETA values.
- To maintain professional and technical knowledge ensuring benchmarking against state-of-the-art practices and informed of new developments and initiatives.
- To provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of status.
- To investigate different initiatives and conduct impact analysis, to determine the viability of different initiatives.
- To effectively plan, coordinate, manage, and execute ad hoc projects.

Minimum Qualifications and Experience

- Bachelor's Degree in Social /Management/ Economic Sciences/Monitoring Evaluation
- An NQF 8 or higher qualification and/or will be an added advantage.
- 5 years' experience in a research and development environment.
- Proven track record in the ability to facilitate workshops and focus group sessions
- Proven track record in report writing for an academic audience
- Keep abreast of new developments and strategies in the sector
- Knowledge, understanding, and appreciation of all regulatory and legislative frameworks 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 an 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 in 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: **16 March 2024**