

Advertisement

Project Specialist: Western Cape (Two Positions)

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

Grading: (Role Band: C3)

Salary: R426 706 (Total Cost to Company per annum)

The role of this position is to:

Efficient and effective end-to-end delivery and implementation of allocated projects and programmes: learning programmes, bursary & placements, rural development, disability, SME, career guidance, special projects in WC that will result in optimal WC W&RSETA performance and result in stakeholder satisfaction.

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 and programmes ensuring all targets are met within the specified timelines and contract specifications
- Effective, end-to-end stakeholder relationship management in allocated jurisdiction ensuring stakeholders needs and requirements are met within the required skills framework and legislation
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Effective and efficient contract management of all contracts 'end-to-end', including the accurate capturing, maintenance, performance management, payments, moderation and close-out on the system for all allocated contracts
- Continuously track, monitor and measure the project and programme 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 and programme performance
- Oversee the effective administration of all allocated projects and programmes that will result in sound audit trail
- Provide sound advice and proactive support to stakeholders in the development of skills for the Wholesale sector's sustainable future needs
- Fully accountable for the Sector Liaisons Function in allocated area ensuring quality delivery within specified deadlines
- Liaise with the Quality Assurance Officer to ensure all quality assurance tasks are successfully implemented
- Responsible for Annexure 2 submissions and approvals
- Oversee site visits to stakeholders for learner verification and monitoring

- Participate in giving inputs and support 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
- Up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve performance
- Maintain a close working relationship between and amongst the WC team to optimally support WC performance and deliver on stakeholder needs and requirements
- 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 supports performance and delivery against set objectives
- Build, maintain and grow relationships across the allocated area of responsibility, 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 WC ensuring the integrity of SETA operations
- Behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Public Administration/ Management/ Business Management
- Project Management certification will be an added advantage
- A 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 March 2024**