

## **Advertisement**

### **Position: Strategic Planning, Performance and Evaluation Executive**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Strategic Planning, Performance and Evaluation Executive**, who will report directly to the **Chief Executive Officer** and be based at the **Head Office: Centurion**.

**Grading: (Role Band: E1)**

**Salary: R1 966 712** (Total Cost to Company per annum)

#### **The role of this position is to:**

To lead, manage, coach, motivate and inspire a team to facilitate and implement effective strategic planning, research, organizational performance monitoring, evaluation and reporting processes, which are aligned with legislation and will enable delivery on the SETA mandate and stakeholder needs and requirements in the Wholesale and Retail Sector.

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

- Drive and lead the development of the 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
- Ensure the implementation of an effective and proactive performance monitoring and evaluation strategy that enables accurate reporting of SETA performance for informed decision making
- Accountable for the compilation of the annual report ensuring accuracy and compliance to legislation
- Oversee and direct the development, review and implementation of the SETA's Monitoring and Evaluation Framework and Plan to ensure delivery on objectives
- Lead, manage, develop, coach, motivate, performance manage and inspire the SPPE team ensuring performance against set individual targets
- Detailed analysis of the sector to accurately forecast SETA's needs and requirements in the future and translation of these needs and requirements into viable solutions
- Lead and guide the development and implementation of the sector's research and development agenda through credible research processes and methodologies
- Optimal utilization of research, knowledge and intelligence to support, guide and determine SETA's position and focus
- Manage and guide the development and implementation of the Strategic Management Policies, Programmes and Guidelines
- Ensure alignment between projects and the annual strategic plan to optimize delivery on the SETA's objectives and mandate and ensure programmes and projects, sustain meaningful impacts in the sector
- Ensure knowledge-sharing, documentation of information and a team that is informed and up-to-date with developments in the sector
- Ensure that W&RSETA comply with its own quality management services standard
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's performance targets

- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Build, maintain and grow customer relationships across the Regions ensuring customer needs are understood, appropriate time allocation per territory and sales opportunities are optimally exploited
- Manage and control effective utilization of the SPPE budget
- Ensure adherence to W&RSETA policies, procedures and relevant legislation
- Continuously track, monitor and measure the SETA's results and performance against set sales standards and targets ('the number')
- Build a capable SPPE team in the form of skilled people, in all areas and with sound business processes in place
- Professional visible representation of the SETA, ensuring all behaviors and conduct are aligned with the company values
- Implement, monitor, review and report on special initiatives aimed at delivery on the sector needs in the future
- Provide proactive advice and identify opportunities to enhance SETA's performance in the short and medium term
- Continuously provide feedback and communication to ensure all stakeholders are informed
- Maintain professional and technical knowledge ensuring benchmarking against state-of-the-art practices and a SPPE team that is informed of new developments and initiatives
- Provide formal, standard reporting and feedback ensuring accurate, up to date reflection of status
- Investigate different initiatives and conduct impact analysis, to determine the viability of different initiatives
- Ensure effective, professional communication and dialogue with DHET, all Stakeholders, Management, Staff and also between DHET, Management, Staff and Stakeholders
- Continually build a robust appetite towards change and improvement, so that people can adapt quickly to necessary reinvention and the changing SETA Landscape
- Effectively plan, coordinate, manage and execute ad hoc projects

### **Minimum Qualifications and Experience**

- A Postgraduate Qualification (NQF 8) in Social / Economic Sciences/Research/Evaluation
- An NQF 9 or higher qualification and/or will be an added advantage
- 10 years' experience in a senior management position with exposure to strategic planning, research/performance monitoring & evaluation
- Sound knowledge and understanding of strategy development, QCTO, Research, Performance monitoring and evaluation and reporting in a public entity
- Experience in a SETA environment is an added advantage
- Proven track record in applying analysis to optimize performance
- Keep abreast of new developments and strategies in the sector
- 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 3 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 [mpumi@oceanahrp.co.za](mailto:mpumi@oceanahrp.co.za) The closing date for applications is: 20 March 2026

