	JOB ADVERT **MANAGER: PROVINCIAL OPERATIONS** **North West**

The Services Sector Education and Training Authority (Services SETA), a statutory body established in terms of the Skills Development Act, 1998 (Act 97 of 1998), invites applications for the positions hereunder:

SECTION A: JOB INFORMATION SUMMARY	
JOB TITLE	MANAGER: PROVINCIAL OPERATIONS
JOB LEVEL	MANAGER – DL
REPORTS TO	SENIOR MANAGER: PROVINCIAL OPERATIONS
REMUNERATION (CTC per annum)	R390 824 – R851 408 per annum
DIVISION	OPERATIONS
DEPARTMENT	PROVINCIAL OPERATIONS
LOCATION	NORTH WEST - KLERKSDORP
Key Job Purpose: The **Manager: Provincial Operations** is responsible for operational management, leadership and implementation of Services SETA's mandate at the Provincial and local level. This entails formulating policies, managing daily operations, projects and resources at Provincial Office.	
QUALIFICATIONS	A 3 YEAR DIPLOMA, OR EQUIVALENT IN A RELEVANT FIELD
EXPERIENCE	5 YEARS IN TOTAL, 3 YEARS IN MANAGEMENT AND 2 YEARS IN A RELATED PROFESSION
KNOWLEDGE AND SKILLS	• Good understanding of SETA business • Understanding of the PFMA • In-depth knowledge of skills development legislation and policy framework • Stakeholder management and the ability to develop and maintain

	stakeholder networks • Relationship building • Negotiating and influencing skills • Ability to manage and lead operations management function for the organization • Extensive knowledge of compliance principles, legislation and regulations governing Services SETA • Computer literacy • Problem solving and decision making • Service Delivery Innovation
RESPONSIBILITIES • Manage the implementation of programmes in the Province • Manage and build relationships with stakeholders to ensure skills development initiatives in the Province • Facilitate and manage stakeholder mobilisation within the Province • Coordinate the implementation of skills development support in the Province • Monitoring and evaluate the impact of implementation of skills development initiatives • Achievement and management Provincial Development Plans and resources • Manage staff within own Provincial Office	

- Appointment onto the position is conditional upon the signing of a performance agreement with the organization
- Candidates may be subjected to a Psychometric Assessment whose results will be taken into account in determining whether to appoint the candidate or not
- Applicants must note that they may be subjected to security, qualifications, criminal, credit and previous employment checks once shortlisted, and that their appointment would be subject to positive outcomes of these checks

The **closing date** for all applications is **Sunday 31 January 2016**. Applications received after the closing date will not be considered.

Shortlisted candidates must avail themselves for interviews at a time, date and place determined by the Services SETA.

For enquiries please phone Ms Mabo Thobela at 011 276 9600 between 08h00 and 16h00 weekdays.

The Services SETA reserves the right not to make an appointment. If you do not hear from the Services SETA within 30 working days from the closing date, please consider your application unsuccessful. Services SETA will not be held liable for applications sent to any other email address except the one stated in the advert.

All applications must be emailed to: ManNW.SSETA@gmail.com

NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.