	JOB ADVERT **OFFICER: PROVINCIAL OPERATIONS** **Western Cape – Cape Town**

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	**OFFICER: PROVINCIAL OPERATIONS**
JOB LEVEL	OFFICER – C LOWER
REPORTS TO	SENIOR OFFICER: PROVINCIAL OPERATIONS
REMUNERATION (CTC per annum)	R187 488 – R392 185 per annum
DIVISION	OPERATIONS
DEPARTMENT	PROVINCIAL OPERATIONS
LOCATION	WESTERN CAPE – CAPE TOWN
Key Job Purpose: The **Officer: Provincial Operations** is responsible for coordinating the implementation of outreach programmes and events in the Province. The incumbent is also responsible for conducting research on the profile of the Province, dissemination of information, stakeholder database maintenance and participating on monitoring visits. Lastly, the incumbent must provide support to the Head Office	
QUALIFICATIONS	• A 2 YEAR DIPLOMA, OR EQUIVALENT
EXPERIENCE	• AT LEAST 2 YEARS' EXPERIENCE IN COORDINATION/LIAISON POSITION

KNOWLEDGE AND SKILLS	• Good understanding of SETA business • General understanding of the South African skills development environment • Sound knowledge of skills development legislation and policy framework • Policy implementation • Project management • Report writing skills • Computer literacy • Good record keeping • Stakeholder relations • Communication • Problem-solving and analysis • Relationship building • Negotiating and influencing skills • Knowledge of current information/document management systems • Service delivery innovation
RESPONSIBILITIES • Stakeholder liaison within the Provincial office • Coordinate the implementation of Services SETA mandate in the Province • Process of support services in the Provincial office • Achievement of work-plans	

- 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 24 April 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: officerwc.sseta@gmail.com

NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.