SERVICES SETA ADVERT

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

Job Title	**Executive Manager: Planning**
Total Cost to Company	Total Cost to Company R889 263 – R1 251 174.18 per annum
Job Grade	Grade E
Division/Department	Planning
Geographic Location	Parktown, Johannesburg
Minimum Educational Experience	A Masters' degree, or equivalent, in a relevant field
Minimum Experience	10 years' working, 7 years' managerial, and 5 years' professional experience
Knowledge & Skills	• Skills development legislation and regulations • SETA processes • Policy and systems development • Research • Monitoring and evaluation • Corporate management • Governance • Risk management • Project and time management • Oral and written communication • Record management
Responsibilities	• Development and implementation of a research and planning strategy for the organization • Planning, design and implementation of an overall planning process for the organization • Conducting relevant research for organisational planning and performance needs • Development of a Sector Skills Plan for the services sector • Development of the prescribed Strategic Plan and the Annual Performance Plan for the organisation • Development and implementation of a Performance Monitoring pursuant to a sound reporting regime in the organisation • Development and implementation of a Performance Reporting Framework aligned to statutory reporting requirements • Development and implementation of an Impact Assessment Framework • Risk assessment, including the analysis, the identification, the description and the estimation of risks in the planning space within the organisation • Reporting on and mitigation of risks associated with the planning function

	• Development of the Divisional Business Plan • Operationalization and implementation of the Divisional Business Plan • Development and review of relevant policies and procedures • Liaison with and reporting to internal and external auditors • Representation of the organization in relevant structures and forums • Management of staff in the Planning Division
Performance Management	Appointment onto the position is conditional upon the signing of a performance agreement with the organization
Psychometric Testing	Candidates may be subjected to a Psychometric Assessment whose results will be taken into account in determining whether to appoint the candidate or not
Further Checks	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.

Note:

1. The **closing date** for all applications is 16 November 2014. Applications received after the closing date will not be considered.

2. 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 9772 between 08h00 and 16h00 weekdays.

The SSETA reserves the right not to make an appointment. If you do not hear from the SSETA within 14 days from the closing date, please consider your application unsuccessful.

All applications must be emailed to planning@serviceseta.org.za

NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.