

## Research Officer Advert

**Salary: R 479 641,82 per annum. (All Inclusive Package)**

**Please Note: This is a fixed term position until 31 March 2030**

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Research Officer. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

**Job profile:** To undertake research projects to investigate skills development issues related to the Public Service sector.

### Duties and responsibilities:

- Designing methodologies relevant to research studies being undertaken;
- Conduct literature reviews, collect, analyse and interpret qualitative and/or quantitative data;
- Write research reports and project reports;
- Maintain accurate records, safeguarding the confidentiality of subjects, as necessary;
- Support procurement process and contract administration requirements;
- Provide ready access to all data for the specialist and manager;
- Liaise with internal and external stakeholders to obtain additional research data, comments on the Sector Skills Plan and other research projects;
- Prepare, maintain, and update website materials, including PSETA database and repository;
- Prepare articles, reports, and presentations;
- Attend, participate in and report on all Skills Development and Research conferences and meetings that are relevant to the PSETA sector;

**Board members:** Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo  
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza  
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande  
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

**CEO:** Ms Bontle Lerumo

- Perform day-to-day research activities for assigned projects;
- Conduct first line data clean-up and analysis (WSP or any data collected for research studies and presentations);
- Assist specialist with PSETA representation in research and SSP forum attendance;
- Conduct all allocated research as per PSETA research plan;
- Coordinate and implement office procedures;
- Data retrieval for audit requests and provide assistance during audits of the manager;
- Assist in the analysis of data and records to drive continual improvement;
- Assist with the review and revision of support documentation being used in processes which directly affect the office of the manager;
- Control documentation to ensure easy access, traceability and comprehensive record keeping of all documentation for manager's office;
- Ensure adherence to procedure and applicable service standards;
- Provide input into policies, templates and SOPs;
- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters;
- Obtains costing information for events to assist department in budgeting and forecasting;
- Follows up to ensure that invoices are paid timeously and communicates with Finance on processing of invoices;
- Assist specialists on stakeholders engagements;
- Addresses basic queries from stakeholders and channels specific / complex queries to Managers;
- Establish and maintain good relations between the manager, staff and external parties.

### **Requirements:**

- A minimum Office, HR, Social Science or Business Administration at NQF 6 or equivalent.
- A minimum 2 years' experience at coordinator or officer level in a research environment.
- Experience and knowledge in the Sector Education and Training Authority environment is essential.

- Excellent and proven communication skills (written and verbal) at all levels within the business and with stakeholders.
- Integrity, high ethical standards and conduct.
- Excellent telephone etiquette.
- Analytical, meticulous, accurate and pay attention to detail.
- Ability to multi-task, work under pressure and at times extended hours to meet deadlines (proven and advanced time management skills).
- Understanding of the South Africa public service sector.
- Knowledge of standard office procedures.
- Knowledge of SDA, SDLA, NQF, SAQA and QCTO.
- Knowledge of Stakeholder Relations Management.
- Outstanding organisational skills and attention to detail.
- The capacity to work alone or as part of a team.
- Discretion and respect for confidential information.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).

**PLEASE NOTE:**

**Closing Date: 18<sup>th</sup> May 2022**

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

**Designated groups are encouraged to apply (Youth, Women and People with disabilities).**

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

06/04/2022



Siviwe Tywabi