

Learning Programmes Specialist

Salary: R 530 462.80 per annum. (All Inclusive Package) Not Negotiable

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Learning Programmes Specialist. The successful applicant will be based in PSETA offices in Hatfield, Pretoria and will report to the Learning Programmes Manager.

Job profile:

The incumbent will promote the registration and implementation of high quality learning programmes including Apprenticeships, Skills Programmes, Internships, Work Integrated Learning and bursaries programmes, and associated standards and qualifications, within the scope of the PSETA and QCTO.

Duties and responsibilities:

- Contribute to organisational strategic planning process by providing input regarding divisional imperatives, goals and objectives.
- Utilize effective communication approaches to ensure that organisational and divisional objectives are achieved, and ensure active stakeholder relations.
- Contribute to the compilation of the departmental budget process by providing input about the planned activities of the department.
- Develop/Review policies regarding learning programmes.
- Develop/Review enabling tools and templates to implement and report learning programmes.
- Ensure implementation of relevant learning programmes policy.
- Liaise with the internal and external stakeholders regarding implementation of Learning Programmes.

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Manage and facilitate registration of learning programmes.
- Manage special projects within the Learning Programmes Department.
- Manage the performance and development of subordinates in the Learning Programmes Department.
- Facilitate the certification of trade learners in accordance with relevant legislation.
- Ensure compliance with NAMB and QCTO requirements.
- Ensure effective and efficient reporting; Monthly, Quarterly and Annually.
- Ensure that the quality assurance functions are performed in accordance with the set criteria, and that site visits are conducted to monitor the implementation of the learning programmes.
- Support the process of Quarterly Monitoring Report.
- In addition to these typical duties may perform other duties as assigned and required.

Requirements:

- A minimum tertiary qualification at NQF 7 in the business/public management, education and training or social sciences.
- At least three years' experience in the skills development environment
- An understanding of the South Africa public service sector
- Knowledge and understanding of SETAs, NSDS and legislation governing the implementation of artisan development programmes
- Demonstrable understanding of and experience in the implementation of all learning programmes,
- Project management skills
- Good communication skills
- Ability to lead, plan and manage change
- Passion and willingness to become immersed in work
- Report writing skills
- Strong time management and negotiation skills
- Initiative and strong organizational skills
- Driver's license.

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If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to recruitment@pseta.org.za.

PLEASE NOTE:

This is a fixed term position until **31st March 2020**.

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Tel 012 423 5727/40

Closing Date: 17th August 2018

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.**

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