

CHIEF OPERATIONS OFFICER

Salary: R 1 206 598. 99 . (All Inclusive Package)

Location: PSETA Offices, Hatfield. Pretoria

JOB PURPOSE:

To lead, guide and oversee management of Core Business Division.

DUTIES AND RESPONSIBILITIES:

- Provide input to the development of the strategic plan , Annual Performance Plan and budget for the Core Business Division;
- Provide support to the CEO with regards to the development of strategic plan and annual performance plan in formats that comply to relevant National Treasury Frameworks;
- Manage performance reporting of core business division in compliance with policy and National Treasury prescripts on monthly, quarterly and annual basis;
- Manage financial and other resources relating to the Core Business of the PSETA;
- Develop and review core business policies and standard operating procedures;
- Provide strategic leadership and direction on the achievement of NSDS targets set out in the Service Level Agreement entered into with the DHET;
- Ensure quality control through the monitoring and evaluation of core business, procedures and activities;
- Develop monitoring and evaluation and impact assessment tools for skills interventions;
- Manage the performance of staff assigned to the core business division;
- Ensure overall compliance with the legislative and regulatory framework pertaining to the PSETA core business;
- Manage national Stakeholder relations related to core business functions;
- Foster focused partnerships with Higher Education Institutions, TVET colleges and other SETAs;
- Manage internal and external audit processes on pre-determined objectives;
- Ensure that all action plans are in place to address internal and external audit findings and monitor progress against these plans regularly;
- Implement risk management within core business division;
 - Ensure 100% compliance to relevant legislation and prescripts
 - Willingness to perform other duties as assigned and required

JOB REQUIREMENTS

- Relevant post graduate qualification (NQF 08), preferably in Human Resources Development, Management or Social Sciences, Business Administration/ Public Administration ;
- Minimum of five (5) years' experience at Senior Management Service (PS) / Manager (Public Entity)
- Sound understanding of the Government's skills development initiatives and the mandate assigned to SETAs.
- Sound knowledge of Corporate Governance.
- Sound knowledge of Project Management
- Experience and understanding of the South African Public Service Regulatory Prescripts and Frameworks;

- Ability to lead, plan and manage change;
- Initiative and strong organizational skills;
- Strong time management and negotiation skills;
- Excellent written and verbal communication skills.

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 coo@pseta.org.za.

PLEASE NOTE:

This is a fixed term position until the **31st March 2020**. All applications must be forwarded to: coo@pseta.org.za

Enquiries: Mr Johnny Ndala Tel: 012 423 5708/ 5700

Closing Date: 11 June 2019

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.**