

## **SKILLS PLANNING AND RESEARCH SPECIALIST**

**Salary: R 885 864,14 per annum plus benefits**

**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 Skills Planning and Research Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

### **Job profile:**

To facilitate high level stakeholder engagements towards the development of a credible Sector Skills Plan for the Public Service Sector, monitor the implementation of the WSP and its annexures and provide research capacity to implement PSETA research projects.

### **Duties and responsibilities:**

- Monitors the sector development, submission and implementation of the WSPs and ATRs.
- Analyses, assesses, verifies and interprets WSP and ATR data to feed into the SSP update, skills gaps and priority skills and the Organising Framework of Occupations (OFO).
- Analyses WSPs and ATRs and write up consolidated findings for internal and external use.
- Designs, develops and maintains WSP and ATR quality monitoring systems and templates on the Indicum System aligned to the reporting requirements of the Department of Higher Education & Training and PSETA.
- Receives and evaluates WSP's/ATR's; coordinates the annual review of the WSP/ATR system and provide feedback to SDFs.
- Assists with recruitment of departments, legislatures and public entities to submit WSPs to PSETA.
- Advises Projects, Learning Programmes and QA departments on priority skills identified through the SSP for inclusion into the PSETA Annual Performance Plan.
- Provides input into the PSETA Research Agenda and annual Research Plan as well as preparation of individual research proposals/concept papers.

- Contributes to the development and updates of the Sector Skills Plan in line with DHET requirements.
- Designs relevant research methodologies and conducts research in line with the PSETA Research Plan.
- Contributes to organisational operational planning and implementation processes.
- Monitors the sector development, submission and implementation of the WSPs and ATRs.
- Assists in the development of the five year SSP.

**Requirements:**

- B Tech / Bachelor's Degree in Human Resources, Education, Social Sciences, Management or Business / Public Administration or equivalent (NQF 7)
- 5 years' experience in Research or Education or Skills planning environment, of which 1-2 years should be at the Supervisory level
- Management and Supervision
- Time Management
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility
- Teamwork
- Interpersonal Relationships and Skills

**If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via email with the subject: Application for Skills Planning & Research Specialist to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).**

**PLEASE NOTE: Closing Date: 25 February 2026**

Enquiries: Ms Phuti Phosa - **Call: 012 423 5700**

**Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disabilities and Designated groups (Youth, Women and People with disabilities). In line with**

## **PSETA EE Plan.**

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.**