



### VACANCY

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| <b>Coordinator: Sector Skills Planning</b> | <p><b>Job Purpose:</b> Coordinate Skills Planning and Reporting and assist in ensuring that all related requirements are met within the Sector Skills Plan, the National Skills Development Strategy and regulations specified by the Department of Higher Education and Training.</p> <p><b>Job Requirements:</b> A National Diploma or Degree in Social/Management Sciences. At least 3 years' experience in research-related work including sector skills planning. Experience of working in a similar position within the SETA environment will be an added advantage.</p> <p><b>Competency Requirements:</b> The incumbent should demonstrate capabilities related to: commitment to stakeholder sensitivity, achieving goals, compliance, building effective client relationships, problem solving and trouble shooting, follow up, stress tolerance, target-driven and networking.</p> <p><b>Job Responsibilities:</b> Implement and maintain relevant management systems and optimise controls and processes; Implement the strategic and annual performance plans relating to the area of responsibility; Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations; Adhere to the Sector Skills Development Plan and Strategy thereby coordinating the: annual reviews and updates of the SSP, planning, design and implementation of an overall planning process, implementation of a Performance Monitoring pursuant to a sound reporting regime, implementation of a Performance; Reporting Framework aligned to statutory reporting requirements; implementation of an Impact Assessment Framework; Upload the scarce and critical skills on the system; Coordinate and implement projects within the area of responsibility.</p> |
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Please forward a detailed CV to [recruitment1@bloc-placements.com](mailto:recruitment1@bloc-placements.com) by no later than Sunday, 18 September 2016. Late applications will not be considered.

**Note:** Should you not hear from CATHSSETA within one month of the closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.