



### VACANCY

<b>Manager: Research and Planning</b>	<p><b>Job Purpose:</b> To ensure that CATHSSETA's skills development planning, research, analysis and reporting needs and requirements are met pursuant to Sector Skills Plan of CATHSSETA as per regulations specified by the Department of Higher Education and Training.</p> <p><b>Job Requirements:</b> A post-graduate degree in Social Sciences (education relation fields) or equivalent with at least five years' experience is a minimum requirement. Research capabilities as well as experience in sector skills planning are a must. At least five years' experience in skills development activities and research.</p> <p><b>Competency Requirements:</b> The incumbent should demonstrate competencies related to: communications, research capabilities and ethics, stakeholder relations, problem solving, customer focus, innovation and ability to work under pressure.</p> <p><b>Job Responsibilities:</b> Participate, contribute and assist in the development of strategic and annual performance plans for CATHSSETA; Develop and manage the Business Unit operational plan and ensure implementation and monitoring thereof; Develop and implement CATHSSETA research agenda and develop Sector Skills Plan within the SSP Framework; Monitor internal and external research activity; Facilitate the development of CATHSSETA strategic plan and the annual performance plan and provide performance information reports; Ensure financial viability, thereby delivering a robust and accurate financial planning and a reporting system that incorporates a balanced budget, within the area of responsibility; Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the Sector Skills Development, Research and Planning; Ensure that quarterly and annual programme performance comply with the policies, plans and procedures; Ensure sound risk and contract management.</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.