



Coordinator: Sector Skills Research and Analysis

Job Purpose: coordinates research activities and sector skills planning and assist in ensuring that all related requirements are met within the Sector Skills Plan framework as specified by the Department of Higher Education and Training.

Job Requirements: A National Diploma or Degree in Social/Management Sciences. At least 3 years' experience in research related work. Experience of working in a similar position within the SETA environment will be an added advantage.

Competency Requirements: 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.

Job Responsibilities: Implement and maintain the relevant management systems and optimize 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 and conducting skills research projects, including the development of project plans, project completion and the implementation of research project outcomes, capturing the analysis of research data and timely reporting thereof, coordinating the dissemination of research findings to stakeholders. Maintain stakeholder partnerships.

Please forward a detailed CV to recruitment1@bloc-placements.com or recruitment3@bloc-placements.com to reach CATHSSETA no later than Sunday 19th February 2017. Late applications will not be considered.

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