

**VACANCY: EXECUTIVE MANAGER (GRANTS, PROJECTS AND REGIONS)
(FIXED TERM CONTRACT FOR 5 YEARS)**

Reporting to the Chief Executive Officer: the incumbent in this position should ensure Workplace Skills Plans are submitted timeously by employers and follow up on late submissions. Furthermore, ensure Workplace Skills Plans and training reports comply with legislation and various CHIETA policies. The incumbent will also be required to ensure the effective coordination and execution of grants and project initiatives, as well as drive CHIETA's complex initiatives through solution design, and project management.

Minimum Requirements:

- An NQF Level 8 qualification.
- An NQF Level 9 qualification will be an added advantage.
- 5-10 years' Experience in Grants and Project Management in the Public and /or Private Sector of which five years should be at a senior management level.

Key Performance Areas

- Ensures Workplace Skills Plans (WSP) are submitted timeously.
- Ensures Workplace Skills Plans and Annual Training Reports comply with legislation and CHIETA policies.
- Receives and resolves employers' and skills development facilitators' queries regarding the acceptance of WSP's and ATR's and rejection of incorrect submissions.
- Approves WSP's for capturing and payment of Mandatory Grants.
- Assist employers who are registered with incorrect SETA.
- Redirects WSP's to correct SETA when necessary.
- Verify details on the grant schedule.
- Reconcile payments made.
- Verifies Levy Payments and compiles a variance report.
- Facilitates workshops, and exhibitions and engages with prospective employers on levy payments.

CHIETA HEAD OFFICE:

Tel: 011 628 7000
72 New Road, Glen Austin AH (Grand Central),
Midrand, 1685

WESTERN CAPE

Tel: 021 551 1113/4
Unit B2, Cnr Race Course & Omuramba Roads,
Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040
1 The Boulevard, Westway Office Park, Block D,
Westville, Durban, 3630

PORT ELIZABETH

Tel: 041 509 6478
Struanway Block E, New Brighton,
Port Elizabeth, 6001

- Requests Inter-SETA transfers and payments in accordance with standard operating procedures
- Liaise with other SETA's and DHET regarding InterSETA transfers.
- Provide data, and information in preparation of quarterly reports for DHET.
- Performs a lead role in grant management projects.
- Tracks, monitors, and reports on successes and challenges faced by current projects.
- Reports and manages the cost impact of various grant projects on CHIETA.
- Establishes and maintains a system to monitor the dispositions of results communicated to management.
- Communicates to the SDPs and Assessment Centres, the requirements of accreditation in line with the Acts, regulations, policies, and processes.
- Ensures compliance with: the SAQA Act; ETQA Regulation; Skills Development Act; NAMB Processes; CHIETA accreditation policy and QCTO Processes.
- Operates within controls and procedures to ensure the integrity of CHIETA.
- Reports risks or areas of concern to management within the area of responsibility.
- Promotes compliance with all relevant regulations and procedures to prevent fruitless, wasteful, and irregular expenditure.
- Handles the payments of Mandatory Grants to qualifying employers and organizations.
- Promotes and communicates the effective, efficient, economical, and transparent use of financial and other resources.
- Monitors and controls expenditure against budget and ensures spending occurs within budgetary limits and CHIETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to control and reduce costs within the Education & Training Quality Assurance (ETQA).
- Uses resources allocated by CHIETA in a caring manner, to avoid unnecessary and wasteful expenditure.
- Maintains effective working relationships with customers (both internal and external) towards rendering the highest quality of services.
- Represents CHIETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with CHIETA'S core values.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- In collaboration with HR, identify staff performance objectives, potential areas of development and action plans where necessary.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- Sets performance objectives for the team by cascading the organization's initiatives into individual performance contracts.
- Ensures that all employees have signed performance agreements.
- Monitors the implementation of the HR policies within the division.

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Skills & Behavioral competencies: High-level research and analysis skills • Planning and Organization Skills • Communication (oral and written) • Problem-solving ability • Diversity awareness • Confidentiality, ethics, integrity, and professionalism • Detail orientation • Teamwork • Innovative skills • Self-driven • Computer skills • Time management • Report writing skills • Leadership skills

Interested persons are invited to submit their CV's to Execrecruitment@chieta.org.za. Should no feedback be forthcoming by **01 September 2024**, please accept that your application was not successful. The CHIETA reserves the right to not make an appointment. CHIETA is committed to the advancement of Employment Equity. Successful applicants will be subjected to background checks and to undertake required assessments. **Closing date: 12 May 2024**

Protection of Personal Information – Employment Candidates

1. *CHIETA is a responsible party in terms of the POPI Act of 2013.*
2. *CHIETA will take all prescribed and reasonable precautions to ensure that your information is safeguarded.*
3. *By submitting your Curriculum Vitae and any other relevant personal information in respect of this vacancy, you understand and agree that:*
4. *CHIETA needs to collect, keep, and use your personal information to evaluate your application for purposes of potential employment opportunities; and*
5. *CHIETA will only use the information to carry out the necessary recruitment-related activities*
6. *You therefore give your consent to CHIETA to process your information knowing all of the above and being aware that you can:*
7. *Withdraw consent at any time.*
8. *Have the right to request access to your data at any time, in the prescribed form.*
9. *Have a right to request that your data be corrected and updated, in the prescribed form; and*
10. *Have the right to complain to the information regulator.*

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