



Job Advert Summary

Name of position	:	Assistant Manager: Strategic Planning Manager (M&E)
Opening date for applications	:	07 October 2018
Closing date for applications	:	15 October 2018 at 10:00am
Commencement date	:	Earliest availability
Department	:	COO Department
Salary	:	Market related
Reference	:	FAS/RECRUITMENT/10

Introduction

FASSET is the Finance and Accounting Services Sector Education and Training Authority (Seta). Over 20 Setas were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for a Monitoring and Evaluation Manger position to Monitor and evaluate our programmes efforts of our research team the positioning, development, operations and governance adherence of FASSET. This a contract position and the employment contract will be linked to the DHET licencing ending on the 31 March 2020. The successful candidate will report to the PQA Director.

Visit the FASSET website on www.fasset.org.za for more information on the Seta including our Vision, Mission and Values.

Objectives of Fasset

- To develop the competence of current employees and potential employees:
 - Improving the quality of life of employees, their prospects of work and labour mobility.
 - Improving productivity in the workplace and the competitiveness of employers.
 - Promoting self-employment in situations where the sector is experiencing job shrinkage.
- To increase the levels of investment in education and training and to optimise the return on this investment.
- To position the Fasset sector as the "sector of career choice" for prospective learners and entrants into the labour market.
- To encourage employers and employees to adopt a culture of lifelong learning through:
 - Using the workplace as an active learning environment
 - Providing employees with the opportunities to acquire new skills
 - Providing opportunities for new entrants and potential entrants into the sector labour market and enhancing access to opportunities to gain work experience.
- To support the objectives of the Employment Equity Act of 1998



- To enhance access to learning opportunities and to facilitate the recognition of prior learning
- To ensure the quality of education and training in the sector
- To expand the provision of education and training in this sector through sound partnerships with public and private sector service providers
- To encourage greater cooperation between the public and private sectors
- To co-operate and collaborate with the South African Qualifications Authority and other Setas, in support of the objectives of the Act

Key Performance and results areas amongst others are as follows:

Organizational operation

- Manage the development and implementation of Strategic plan and annual performance plans for FASSET
- Manage development and the implementation of the Service Level Agreement of FASSET
- Work closely with Manager QA to ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Ensure adherence to the National Skills Development Strategy thereby ensuring: Strategic plan , indicators and performance information are aligned to audit action plan
- Perform any and all reasonable tasks given by the Manager Strategic Planning and the CEO

Financial Management

- Give input into the development of the Business Unit budget and manage allocated funds
- 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 area of responsibility

Governance

- Manage and monitor management and implementation of Risk Action Plans
- Facilitate a good Audit score equal to the other SETAs' average or better
- Establish an integrated internal control systems
- Support the development of Delegations and Departmental governance frameworks
- Support the objectives of sound risk management, compliance, reduce risk and corruption
- Ensure sound contract, administrative and governance services

Minimum Qualification, Skills Knowledge Required

The following minimum knowledge, experience and skills are required for this position:

- A **Bachelor's Degree as a minimum** or equivalent qualification
- An auditing or TQM/ project management qualification and experience will be advantageous



- **At least 1 years' experience** in managing people in a **public service environment, and experience in performance information in a SETA context is required**

Knowledge required

- Knowledge of the Skills Development and NQF Acts
- Knowledge of the sector and role players
- Knowledge of SETA Management system

Competencies and skills required:

- Planning and organizing
- Audit, risk and Compliance
- Ability to drive performance
- Management of change and uncertainty
- Personal resilience
- Networking skills
- Analytical skills
- Attention to detail
- Good time management
- Report writing
- Problem solving and decision making
- Forward thinking

Assessment

Applicants will be required to take background tests as required by FASSET (qualifications verification and criminal records). Applicants are expected to make a maximum of 1, 5 hours available for the interview.

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Contact Details

Send your detailed curriculum vitae to FASSET via e-mail: recruitment@tianaconsulting.co.za. Enquiries must be directed to the Human Resource Support Manager – **Viola Nzou** on 011 431 1354. The closing date is **15th October 2018**. Should you not hear from Fasset within 4 weeks of the closing date of please consider your application to be unsuccessful. Communication will be entered into with shortlisted candidates only.