

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: Processing and Quality Assurance Director (Ref: PQAD008)
Department: Processing and Quality Assurance
Location: Blackheath, Randburg
Reporting to: Chief Executive Officer
Remuneration: Market Related

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 Processing and Quality Assurance Director position.

Purpose: Reporting to the Chief Executive Officer, the incumbent will be responsible for planning the implementation and quality assurance of grants and learnerships processing, quality assurance, strategy and manage operations.

Key Responsibilities

- Strategy and Planning
- Intervention Delivery
- Stakeholders services
- Operation Services
- Financial Management
- People management
- Grants distribution and management
- Learnership championing and partnership management

Qualifications Requirements and Experience

- Relevant and appropriate post Graduate degree.
- MBA, MDP or LDP will be an added advantage
- Minimum of 7 years' experience at a senior management level focusing on Processes, and Quality Assurance of skills development programmes.
- Well-developed understanding of the Financial Services Sector and the SETA environment is preferable
- Excellent communication (written and verbal) and people skills
- Proven track record in planning and implementation of the plans.
- Good administration skills
- Ability to map processes and teach other on how to implement those processes
- Expert interpersonal, communication, negotiation, conceptual and analytical skills

Knowledge and Skills

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

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- Well-developed working knowledge of the SETAs, Grants, Learnerships and other relevant legislation in the Finance and Accounting Services Sector Education and Training Authority and other Seta sectors.
- Funding and learning targets are reviewed and programme decision-making completed for the financial year
- Funding allocation and expenditure is tracked and managed across interventions and services; and budget variance reports, audit reports, compliance reports and adherence to policy iro procurement and auditing are signed-off.
- Proven track record in building and managing stakeholder relationship at all levels.
- Good Leadership, communication, negotiation, conceptual and analytical skills.

Additional Competencies

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgement and decision making
- Presentation skills
- Financial management skills
- Strategic thinking
- Report writing
- Organising and prioritising
- Developing relationships
- Proactive communication
- Networking

Competency Assessment

Applicants will be required to take a proficiency test assessing the knowledge, experience and attributes needed. Applicants are expected to make a maximum of 2 hours available for the interview.

Shortlisted candidates will be required to undergo psychometric testing to confirm attitudinal and behavioural alignment to the position. The assessment takes a day from 07:30 to 17:00

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

Particulars of advertiser:

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: pgadirector@tianaconsulting.co.za

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**