353 Festival Street, Hatfield, Pretoria, 0028
PO Box 11303, Hatfield, 0028
Tel: 012 423 5700
www.pseta.org.za

CHIEF EXECUTIVE OFFICER

Salary Level: The cost to company within the salary range is equivalent to the Director General in the Public Service as per clause 7 of the Regulations for the Conditions of Service and Appointment of the CEOs of SETAs.

Location: PSETA Offices, Hatfield. Pretoria

JOB PURPOSE:

To provide effective professional leadership. The CEO is accountable for developing and implementing the PSETA Strategy aligned to legal and mandatory requirements; direct the development of long term objectives, policies, budgets and operating plans for the SETA to preserve stakeholder value and ensure good corporate governance.

DUTIES AND RESPONSIBLITIES:

1. **Provide strategic leadership and guidance to ensure accountability and sound corporate governance in relation to development and implementation of the organisational strategy:**

   1.1 Lead, in conjunction with the Accounting Authority, the development of the PSETA Strategic Plan and ensure its implementation and monitoring thereof

   1.2 Drive the organizational strategic planning process by ensuring that overall organizational imperatives, goals and objectives are aligned

   1.3 Review organisation-wide management systems and optimise controls and processes; and ensure monitoring thereof

   1.4 Improve productivity across the SETA and align business activities with strategic and operational plans including the best performance management system

1.5 Ensure successful implementation of the National Skills Development Strategy (NSDS) in line with the Service Level Agreement with the Department of Higher Education and Training (DHET)

1.6 Develop and manage an effective monitoring and evaluation system

2. **Ensure that the entity complies to legislative and regulatory frameworks.**

2.1 Execute AA resolution register and report on implementation

2.2. Oversee risk management at strategic and operation levels within entity

2.3. Ensure detailed operational plans for the organization are developed and implemented

2.4. Ensure that all operational decisions are carried out within budget and timeously in terms of relevant prescripts

2.5. Ensure the development and implementation of a Supply Chain Management System consistent with legislative and other good governance practices

3. Ensure effective stakeholder management and engagement

3.1 Manage and strengthen key strategic partnerships

3.2 Manage relationship between the Accounting Authority, Management, the DHET and other relevant stakeholders

3.3 Represent the SETA at strategic forums

3.4 Maintain constant communication with all interested parties within and outside the sector

4. Manage Corporate Governance and Control Systems

4.1 Ensure the development of SETA policies in compliance with legislative frameworks; communication and adherence thereof

4.2. Uphold and lead good corporate governance within the SETA

5. Lead a motivated team to advance employee engagement and high performing managerial team

5.1 Develop a high performing managerial team

5.2 Drive for excellent results

5.3 Uphold high ethical standards

5.4 Create and maintain a culture of performance and efficiency

JOB REQUIREMENTS

- A Postgraduate Degree (NQF 8) or equivalent in Business Administration or Public Administration.
- A Masters' Degree (NQF 9) in Business Administration or Public Administration would be an added advantage
- 8 – 10 years experience at senior management level of which at least three (3) years' experience must be within any organ of State as defined in the Constitution ,Act 108 of 1996
- Understanding of the South African Public Service Sector.
- Strong understanding of the PFMA,SDA,SDLA and other relevant legislations
- Strong understanding of organisational performance management
- Experience in a SETA environment and Public Entity would be advantageous

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to recruitceo@pseta.org.za.

PLEASE NOTE:

This is a fixed term position until the **31st March 2020, which coincides with the licensing period of the PSETA.**

Enquiries: Ms Morongoe Nkabinde Tel: 012 423 5717

Closing Date: 15th June 2018 at 16h00

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Recommended candidates will be subjected to competency assessment and security vetting