



JOB ADVERTISEMENT

FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose.

SUMMARY	
Name of Position	: Programme Manager
Closing Date for Applications	: 6 October 2023 @16:30
Commencement Date for Post	: As soon as possible
Salary Offer	: R 992 052 per annum (TCTC)
Reference	: FAS/RECRUITMENT/PM112
JOB IDENTIFICATION	
Department:	Projects and Quality Assurance
Reporting Line:	Chief Operations Officer
Full-time/Part-time/Contract:	Permanent
Location	Randburg (Head Office)
PURPOSE OF THE JOB	
<p>The primary purpose of this position is to fulfill the organizational objectives in managing the operations of the discretionary projects and quality assurance functions of FASSET. To also provide support to Chief Operations Officer and PQA Department. The incumbent will be responsible for implementing mandatory and discretionary projects and assessing, monitoring, and evaluating projects that are funded by FASSET. Oversee and manage the staff within the PQA department. The incumbent will also oversee and supervise quality assurance duties against pre-accreditation processes; monitor allocated FASSET projects budgets; monthly reporting on the implementation of the projects and approved as part of the service level agreement (SLA) with the Department of Higher Education and Training (DHET).</p>	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Provide management and guidance in the PQA department. • Support the Chief Operations Officer (COO) in the achievement of the departmental targets. • Implementation of projects and monitoring thereof. • Provide support and undertake site visits to monitor the implementation of projects. • Compile data sources, employing collection and analysis of monitoring data. • Review and analyze monthly project reports and make recommendations for improvement. • Develop minimum documentation requirements for projects after projects site visits. • Implementation of projects and managing service providers' project plans. 	

<ul style="list-style-type: none"> • Manage and process invoices for payment following PFMA and internal finance policies/procedures. • Ensure proper management and training of staff. • Oversee and manage Discretionary Projects. • Manage and oversee accreditation process against the FASSET Occupational Qualifications and Learning Programme Criteria • Implement strict internal controls in the FASSET Projects, • Oversee the performance of quality assurance duties and quality assurance reports Liaison with the internal and external auditors. 	
REQUIRED QUALIFICATION	
Qualification	<ul style="list-style-type: none"> • Bachelor's degree at NQF level 7 in Finance / Accounting/ Internal Auditing / Business Administration /Project Management at NQF Level 7) are most preferred. • Honours or Master's degree will be an added advantage.
REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none"> • 7 years relevant experience in any projects management environment, of which 5 years should be at a Supervisory level. • Experience in finance, accounting, internal/external auditing will be preferred. • Experience in the public sector will be advantageous.
COMPETENCIES REQUIRED	
Critical	<ul style="list-style-type: none"> • Knowledge of the NQF Act 67 of 2008, Skills Development Act, PFMA, and related legislations. • Strong report writing skills. • Managing and supporting a team. • Highly self-motivated and engaged. • Solid understanding of data: how to organise it, how to model it, how to extract insights from it, and how to visualise it. • Confidently produce a high quality of work that delivers elevated attention to detail. • Demonstrate exceptional oral and written communication skills. • Ability to adapt quickly to fast-paced and ever-changing environments and priorities. • Motivation to take ownership of tasks and the determination to drive them to completion. • Ability to work under pressure and meet deadlines. • Detail and process orientated. • Strong analytical and interpersonal communication skills. • Report writing and presentation skills. • Ability to work independently and as part of a team.

KNOWLEDGE AND SKILLS REQUIRED

Essential

- Solid computer skills: MS Office Suite
- Excellent command of English (verbal and written).
- Strong attention to detail
- Ability to work under pressure and meet deadlines.
- Good relationship with stakeholders and an energy approach to work.
- Detail and process orientated.
- Strong analytical and interpersonal communication skills.
- Report writing and presentation skills.
- Ability to work independently and as part of a team.

Date of commencement of position

FASSET requires applications for a permanent Programme Manager to join the existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 992,052 per annum (TCTC)**.

ASSESSMENT

Applicants may be required to undergo a competency assessment.

CONTACT DETAILS

Submit your full curriculum vitae (including your name, contact details, and at least 3 references), certified copies of your qualifications, and ID by no later than **6 October 2023** to: PM112@fasset.org.za.

For any enquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department on 087 562 8275. Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.



FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.