



## 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***

<b>SUMMARY</b>	
Name of Position	: <b>Assistant Strategic Planning Manager</b>
Closing Date for Applications	: <b>30 November 2022</b>
Commencement Date for Post	: <b>As soon as possible</b>
Salary Offer	: <b>R671,000 p.a (TCTC)</b>
Reference	: <b>FAS/RECRUITMENT/ASPM81</b>
<b>JOB IDENTIFICATION</b>	
Department:	Research and Planning Department
Reporting Line:	Research and Skills Planning Manager
Full-time/Part-time/Contract:	Permanent
<b>PURPOSE OF THE JOB</b>	
<p>To efficiently and accurately provide and support in identifying FASSET sector skills development training needs and initiatives in the sector through the process of coordinating and collating data from Workplace Skills Plans (WSP) and the Annual Training Reports (ATR), resulting in the compilation of a meaningful Hard-To-Fill-Vacancy (HTFV), Skills Gaps and Sectoral Priority Occupations and Intervention (PIVOTAL) lists especially for sector skills planning. To also identify internal and external research needs and disseminate ongoing research data and reports to the staff of the SETA and appointed researchers for the purpose of informing SSP updates and research initiatives.</p>	
<b>MAIN ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>▪ Providing sound analysis of the sector and articulate an agreed sector strategy to address skills needs.</li> <li>▪ Facilitate the development of updated strategic plan, Annual Performance Plan (APP) and operational plan.</li> <li>▪ Managing all commissioned research through Research Chairs and other partnerships to deliver the desired outputs timeously and cost effectively.</li> <li>▪ Develop Research Agenda of FASSET and manage its implementation that is viable and responsive research is produced that will support the skills development direction and implementation of programmes in the FASSET.</li> </ul>	



- Manage the development and update the of FASSET annual Sector Skills Plans and ensure that the information on scarce and critical skills is communicated to stakeholders.
- Participate in the Management of Mandatory Grants submission process.
- Manage updating of the FASSET Organising Framework of Occupations (OFO) codes.
- Prepare monthly, quarterly, and annual reports and other reports as required.
- Participate in the FASSET stakeholder management initiatives, including the presentation of FASSET programmes in various organised workshops and other internal and external event.
- Preparing reports on strategy ideas for senior management.

**REQUIRED QUALIFICATION**

Qualification	<ul style="list-style-type: none"> <li>▪ An Honours Degree in Business Management/Social Science/ Public Administration/ Public Management/ or equivalent qualification with research at (NQF Level 8)</li> <li>▪ Master’s Degree with full dissertation or course work will be an added advantage</li> </ul>
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**REQUIRED EXPERIENCE**

Essential:	<ul style="list-style-type: none"> <li>▪ 6 years’ experience in research environment, on which 4 years should be at a Supervisory level.</li> <li>▪ SETA experience will be advantageous.</li> </ul>
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**COMPETENCIES REQUIRED**

Critical	<ul style="list-style-type: none"> <li>▪ An understanding of the public sector environment is desirable.</li> <li>▪ An understanding of the SETA environment is highly desirable.</li> <li>▪ Organising and executing.</li> <li>▪ Customer Focus.</li> <li>▪ High attention to details and multi-task.</li> <li>▪ Effective time management / self-management.</li> <li>▪ Demonstrate excellent understanding of co-coordinating and office administration.</li> <li>▪ Ability to work under pressure and meet deadlines.</li> <li>▪ A good relationship with stakeholders and an energetic approach to work.</li> <li>▪ Ability to work independently and as part of a team.</li> <li>▪ Strong service orientated approach.</li> </ul>
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**KNOWLEDGE AND SKILLS REQUIRED**

Essential	<ul style="list-style-type: none"> <li>▪ Solid computer skills: MS Office Suite</li> <li>▪ Excellent command of English (verbal and written).</li> <li>▪ Analytical and problem-solving skills.</li> <li>▪ Good presentation skills, time, project, change and strategic management.</li> <li>▪ Knowledge of relevant legislation including the Skills Development Act, the Skills Development Levies Act, National Skills Development Plan Twenty Thirty (NSDP2030)</li> <li>▪ Knowledge and understanding of Skills Development priorities in SA.</li> </ul>
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	<ul style="list-style-type: none"><li>▪ Prioritisation skills.</li><li>▪ Good people skills – relating, networking, adapting, coping.</li></ul>
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**DATE OF COMMENCEMENT OF POSITION**

FASSET requires applications for a permanent Assistant Strategic Planning Manager to join existing team as soon as possible.

**SALA**

The salary to be offered for this position is **R R671,000 p.a (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), copies of your qualifications, and copy of ID by no later than **30 November 2022** to: [recruitment@fasset.org.za](mailto:recruitment@fasset.org.za) **Please quote the reference as the subject line: NB: Reference number: FAS/RECRUITMENT/ASPM81. An email without the reference as a subject/heading will be disqualified hence the application cannot be traceable.**

For any inquiries regarding the position please contact: Ms. Thulile Khanyile, Human Resources Department at (011) 476 – 8570.

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 adheres to the principles of the EE Act and Affirmative Action and these principles will apply in the selection process. Targeted groups: African male, White male, White female, and Indian female.

Reviewed By: Line Manager		Date:
Approved By CEO:		Date: