

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	: Projects Specialist X3
Closing Date for Applications	: 6 October 2023
Commencement Date for Post	: As soon as possible
Salary Offer	: R640,734 per annum (TCTC)
References	: FAS/RECRUITMENT/PSK108 (KZN Office) FAS/RECRUITMENT/PSL109 (Limpopo Office) FAS/RECRUITMENT/PSW110 (Western Cape Office)
JOB IDENTIFICATION	
Department:	PQA Department
Reporting Line:	Programme Manager
Full-time/Part-time/Contract:	Permanent
Locations	KZN Office X1, Limpopo Office X1, & Western Cape x1 (Regional Offices)
PURPOSE OF THE JOB	
The primary purpose of this position is to facilitate the successful implementation of the defined programmes regarding key projects to deliver the required learning and skills outcomes according to policy, the PFMA and all relevant statutory requirements.	
MAIN ACCOUNTABILITIES	
Project scoping <ul style="list-style-type: none">• Assist in drafting of Discretionary grants Allocation criteria.• Provide inputs in reviewing and drafting policies affecting the department.• Assist in drafting the applications forms for discretionary grants funding.• Assist in opening of discretionary grants window.• Assist in drafting of Terms of Reference in sourcing of service providers.• Conduct capacitation workshops.• Serve on grants evaluation committees.	
Project Implementation <ul style="list-style-type: none">• Assist the service providers in drafting of project implementation plan• Align the project plan against FASSET strategy• Monitor the project against the project plan• Monitor the risks and controls pertaining to the projects• Provide progress reports on monthly basis• Establish project steering committee• Manage the contract and project budget	

- Compile invoices and process payments within 30 days.
- Resolve all project related queries, including the conducting of site visits where required.
- Assist SDFs / Employers to resolve queries and complete applications correctly.
- Assist with roadshow activities and conduct training provincially where required.
- Prepare documents for DHET verifications as requested.
- Prepare documents for internal and external audit requests.

Stakeholder Relationship Management

- Represent Learning Programmes on first contact including responding to communication professionally and building professional and supportive relationships with stakeholders that engage on a regular basis as required.
- Build influential relationships with stakeholders to support effective and efficient processing of FASSET requirements.
- Resolve stakeholder queries and complaints in a manner that maintains the stakeholder relationships within the SLA.

Contract Management

- Liaise with Legal to develop appropriate beneficiary contracts and review the contracts to ensure inclusion of all relevant conditions.
- Supervise the signing of learning programme contracts.
- Coordinate the signing of contracts and on-boarding of Skills Development Providers.
- Ensure that the performance and compliance of skills development providers are in line with contractual requirements and FASSET performance stipulations.
- Coordinate that all required documentation to track contract progress is received by the defined deadlines.
- Make recommendations on contract termination and extension at contract end.
- Terminate contracts when required as per FASSET procedural guidelines.
- Address non-performance with service providers, setting performance improvement targets and monitoring compliance where required.
- Report on contracts as required.

People Management

- Supervise the Projects team staff functions.
- Implement the people management strategy for Projects.
- Ensure that all staff appraisals and performance reviews are conducted.
- Ensure staff is skilled and acquire required competencies.
- Assist in ensuring the development of an optimal departmental structure.
- Develop and monitor departmental staff KPA's and performance management, coaching and mentoring initiatives.
- Ensure the training and development of individual staff members in terms of the performance improvement plans.
- Supervise disciplinary and grievance procedures and incidents.

Risk Management

- Provide input into audit processes and queries.
- Respond to audit findings within defined timeframes.

- Implement corrective action to address audit findings and recommendations.
- Implement mitigation to manage risks within the department.
- Ensure the monitoring and implementation of the corrective actions and identify new departmental risks.
- Complete and submit all legislated reporting requirements by the deadlines and to the required standard.

REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> • Diploma in Business Management/Administration or Public Administration/Education and Training/Management / Equivalent qualification at NQF Level 6. • Bachelor's Degree in any of the above qualifications at NQF Level 7 will serve as an advantage.
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REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> • 3 years relevant experience in project management. • Experience in the public sector will be advantageous.
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COMPETENCIES REQUIRED

Critical	<ul style="list-style-type: none"> • Planning • People Management • Budget/cost conscious and work within these parameters. • Contract Management • Project management. • Compile data sources, employing collection and analysis of monitoring data. • Manage and process invoices for payment following PFMA and internal finance policies/procedures. • Knowledge of work-based learning regulations • Knowledge of Skills Development and Levy Act. • Compile monthly SETMIS reporting. • Risk management.
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KNOWLEDGE AND SKILLS REQUIRED

Essential	<ul style="list-style-type: none"> • Solid computer skills: MS Office Suite • Project planning and administration ability. • Good communication skills (written and verbal) • Ability to work under pressure and meet deadlines. • Good relationship with stakeholders and an energetic approach to work. • Detail and process orientated. • Reports writing and presentation skills. • Administration ability. • Strong analytical capability. • Adaptability/Flexibility • Strategic thinking • Assertiveness • Customer Focus • Professionalism • Mentoring skills • Judgement skills • Influencing skills
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	<ul style="list-style-type: none">• Presentation skills• Analytical and problem-solving skills• Organisation skills• Attention to detail
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Date of commencement of position

FASSET requires applications for permanent Projects Specialists to join existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 640,734 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, matric and ID by no later than **6 October 2023** to PSK108@fasset.org.za (KwaZulu Natal), PSL109@fasset.org.za (Limpopo), PSW110@fasset.org.za (Western Cape).

Please quote the reference as the subject line. An email without the reference as a subject/heading will be disqualified since the application cannot be traceable.

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."