



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	: Research Specialist
Closing Date for Applications	: 6 October 2023 @16:30
Commencement Date for Post	: As soon as possible
Salary Offer	: R 640 734, p. a (TCTC)
Reference	: FAS/RECRUITMENT/RSP109
JOB IDENTIFICATION	
Department:	Skills Planning and Research
Reporting Line:	Assistant Manager: Skills Planning and Research
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To undertake research projects to investigate skills development issues related to Finance and Accounting Services	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Designing methodologies relevant to research studies being undertaken; • Develop and/or modify FASSET Research Agenda/Plan; • Conduct literature reviews, collect, analyse and interpret qualitative and/or quantitative data using statistical packages; • Write research reports and projects reports; • Provide ready access to all data for management; • Liaise with internal and external stakeholders to obtain additional research data, comments on the Sector Skills Plan and other research projects; • Attend, participate in and report on all Skills Development and Research conferences and meetings that are relevant to FASSET; • Conduct all allocated research as per FASSET research plan and Annual Performance Plan; • Conduct clean-up and analysis (WSP or any data collected for research studies and presentations); • Assist managers with FASSET representation in research and SSP forum attendance; • Coordinate and implement office procedures; 	



<ul style="list-style-type: none"> • Data retrieval for audit requests and provide assistance during audits of the manager; • Assist in the analysis of data and records to drive continual improvement; • Control documentation to ensure easy access, traceability and comprehensive record keeping of all documentation for manager's office; • Addresses basic and complex queries from stakeholders and channels specific; • Ensure adherence to procedure and applicable service standards; • Provide input into policies, templates and SOP's • Recommend and incorporate cost saving initiatives into budgets and controls expenditure with approved parameters; 	
REQUIRED QUALIFICATION	
Qualification	<ul style="list-style-type: none"> • Diploma/Degree in Human Resources Development or Social Sciences or Business Administration/Management at NQF 6/7 with research as a module/subject; or equivalent qualification. A Post Graduate Degree at NQF 8 or 9 an added advantage
REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none"> • A minimum of 3 years' experience at coordinator or officer level in a research environment; • Experience and knowledge in Education and Training environment is an added advantage;
COMPETENCIES REQUIRED	
Critical	<ul style="list-style-type: none"> • Excellent command of English (verbal and written). • Administration ability. • Ability to work under pressure and meet deadlines. • Good relationship with stakeholders. • Detail and process orientated. • Ability to work independently and as part of a team. • Maintain filing and category system. • Attention to detail. • Customer Focus. • Data analysis. • Ability to use statistical packages like SPSS, SurveyMonkey or related.
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> • Interpersonal and Communication skills (written and verbal). • Good people skills – relating, networking, adapting, coping. • Prioritisation skills. • Effective time management / self-management. • Computer Literacy. • Telephone etiquette.



Date of commencement of position

FASSET requires applications for a permanent **Research Specialist** to join existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 640 734, p. a (TCTC)**

ASSESSMENT

Applicants may be required to undergo a competency assessment.

CONTACT DETAILS

Submit your full curriculum vitae (including at least 3 references), copies of your matric, qualifications, academic records/statement of results, and copy of ID by no later than **6 October 2023** to: rsp109@fasset.org.za

Failure to submit the documents listed above, will lead to your application being non-responsive and automatically disqualified.

For any inquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at 087 562 8217. 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.