



AgriSETA was established as the Sector Education and Training Authority for the economic sub-sectors that include primary and secondary agriculture. The following position has become available at their office in **ARCADIA, PRETORIA**:

SKILLS DELIVERY MANAGER – REF SD004

Purpose: To manage all Learnerships and Skills Programmes within AgriSETA. This position reports directly to the CEO.

KPA's:

- Develops learnerships and/or skills programmes policies, procedures and guidelines to submit to the Department of Labour for registration.
- Contract management: - drawing up of two- and tri-party contracts regarding learnership specifications, and the management thereof.
- Management of the implementation of learnerships/skills programmes
- Monitors the implementation
 - by visiting sites where learnerships are in place
 - by monitoring the relevant funds involved
 - ensuring that training plans and supporting documentation are supplied at the appropriate timelines
 - validate and approve project invoices
 - compile reports when requested to all necessary parties and stakeholders
- Liaise with all necessary parties to ensure the smooth flow of activities and continuation of learnerships
- Manages the day-to-day activities of the department by
 - Continually discussing the objectives of the department, progress reports on learnerships and skills programmes

Requirements:

NQF6 – degree in operational or general management

5 years experience in learnership management in a SETA or similar environment

Competencies: Computer literacy; Typing skills; Organising; Communication; Presentation Skills; Project Management. Knowledge of all applicable acts: PFMA, Skills Development Levy Act.

Grading: Peromnes Level 6

Employment Period: Contract until 31 March 2010

An updated CV (excluding certificates) should be sent to: Annetjie Labuscagne at Annetjie@agriseta.co.za before the close of business on 22 May 2009. Please indicate your current and required salary. If you have not received a response within 4 weeks after the closing date, please assume that your application was unsuccessful.

This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. AgriSeta is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.