



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 CO-ORDINATOR – SD001

JOB PURPOSE: To develop, administer and co-ordinate learnership and related activities provided by the Skills Delivery department.

JOB CONTEXT: The management of external providers, although they are accredited, requires firm handling. Constant monitoring of payments made and accuracy of calculations is critical.

KEY PERFORMANCE AREAS:

SUPPORT IN DEVELOPMENT OF LEARNERSHIPS

- ❖ Support in Development of Learnerships
- ❖ Co-ordination and Support in Development of Implementation Plans
- ❖ Co-ordination of Design and Registration of Learnerships
- ❖ Co-ordination of Committee Meetings
- ❖ Administration of Learnerships and Skills Programmes
- ❖ Client Interaction

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- * NQF6 or equivalent
- * 3 Years experience in learnerships/skills programmes and the SETA environment

REQUIRED COMPETENCIES

- * Computer literacy
- * Organising
- * Good Communication Skills
- * Professionalism

Grading: Peromnes Level 9

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 4 June 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.