



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

PROJECT MANAGER – APPRENTICESHIP PROJECT (Ref SP01)

Purpose: To manage and administer the AgriSETA apprenticeship project.

Role Context: A good understanding of the apprenticeship system in South Africa as well as an understanding of the National Skills Development Strategy, the National Qualifications Framework and the workshop component of artisan training.

Key Performance Areas:

- Administer applications for enrolling apprentices
- Evaluate applications and recommend.
- Ensure that legal requirements are met with regards to the institutional learning component as well as the workplace exposure of the learner.
- Conduct regular monitoring visits and report.
- Assist in resolving learner problems.
- Administer trade test processes and certificates.
- Develop monthly reports, reports to the NSF and the claiming process.

Requirements: NQF5 or a qualified artisan; 3 years experience in management or training of apprentices/apprenticeship programmes.

Valid driver's license and reliable own vehicle. The incumbent will be required to travel extensively.

Grading: Peromnes Level P8

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PROJECT MANAGER – LAND RESTITUTION AND MENTORING (Ref SP02)

Purpose: To manage and administer the AgriSETA land restitution project.

Role Context: A deep understanding of Land Reform and the uniqueness of these projects

Key Performance Areas:

- Work in close collaboration with officials of the Office of the Commissioner for the Restitution of Land Rights
- Develop tools and evaluate land restitution projects for possible inclusion in the AgriSETA initiative.
- Facilitate beneficiaries and their structures in order to develop a long term intervention.
- Conduct regular monitoring visits and report.
- Assist in resolving learner problems.
- Administer the project and its finances.
- Develop monthly reports, reports to the NSF and the claiming process.

Requirements: NQF6 with extensive knowledge of Land Reform. Project management skills

Valid driver's license and reliable own vehicle. The incumbent will be required to travel extensively.

Grading: Peromnes Level P8

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COORDINATOR – SUB SECTOR COMMITTEES (Ref SP03)

Purpose: To manage and administer the 11 AgriSETA subsector committees (SSC).

Role Context: A good understanding of the agricultural sector and the skills development environment.

Key Performance Areas:

- Arrange SSC meetings and the related logistics
- Provide comprehensive inputs at SSC meetings.
- Write and distribute minutes
- Liaise on a continuous basis with SSC members.
- Identify, through SSCs, key scarce and critical skills for each respective sub sector.
- Report to management and Board re. status and progress of SSCs.
- Develop monthly reports.

Requirements: NQF5 with extensive knowledge of skills development

Valid driver's license and reliable own vehicle. The incumbent will be required to travel.

Grading: Peromnes Level P9

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PROJECT ACCOUNTANT (Ref CS01)

Purpose: To ensure that correct financial procedures are followed with project payments in accordance with AgriSETA policies and procedures and related legislation.

Role Context: In-depth knowledge of the financial policies and procedures of the AgriSETA and the PFMA are required.

Key Performance Areas:

- Ensure all payments have been approved by Line Management and have all supporting documentation.
- Arrange payment of creditors in accordance with relevant policies and procedures.
- Liaise with Deloitte with regard to issues relating to debtors and creditors.
- Ensure all supplier banking details are correct.
- Respond to queries from suppliers and assist in resolving any problems related to payments.

Requirements: NQF5 in finance management or equivalent qualification. Three years experience in an finance environment.

Grading: Peromnes Level P8

EMPLOYMENT PERIOD FOR ALL POSITIONS: Contract until 31 March 2011 (with a possibility to be extended for another year)

An updated CV (excluding certificates) should be sent to: Annetjie Labuscagne at annetje@agriseta.co.za before the close of business on 15 January 2010. 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.