



**EXECUTIVE MANAGER: LEARNING PROGRAMMES AND PROJECTS
PERMANENT
REMUNERATION PACKAGE: MARKET RELATED (ALL INCLUSIVE)
REF: AgriS0109/2026**

DESIGNATION	Executive Manager: Learning Programmes and Projects
Reporting to	Chief Executive Officer
Grade	E Level
Division	Office of the CEO
Business Unit	Office of the CEO
Office Location	Head Office, Pretoria
Job Purpose	To manage the administration process of learning programmes at AgriSETA as envisioned in the National Skills Development Plan and the strategic objective of AgriSETA.
Role Context	Managing the administration of the Skills Delivery department and all projects within requires exceptional organisational skills as well as a detailed understanding of the strategic focus of AgriSETA.

KEY PERFORMANCE AREAS

KEY PERFORMANCE AREAS	FUNCTIONAL OUTPUTS / ACTIONS
Manage Administrative processes within SDD and its various projects	- Provides strategic leadership within Learning Programmes and Projects Division. - Oversees and directs the rendering of efficient and effective learning programmes for AgriSETA.

	• Provide good governance by ensuring that all learning programmes and projects are approved, funded and have a valid contract. • Manage all audit processes and close all audit findings. • Develops and implements systems/tools for the execution, monitoring and completion of projects • Ensure that there is record management system for information relating to all learning programmes and projects. • Continuous review of the Discretionary Grant Policy. • Ensure that all Partnership projects are managed and administered in line with AgriSETA policies and MoU.
Manage, Implement and Ensure attainment of Strategic objectives	• Monitor progress against NSDS targets to ensure that targets are met / exceeded. • Provide input on the development of the Annual Performance Plan. • Monitor performance against budget and APP with DHET on a monthly basis.
Reporting	• Check the progress reports for projects and highlight problems and recommend remedial actions. • Accurately report on divisional performance monthly and quarterly to CEO and management • Prepare reports for the Discretionary Grant Committee and Board.
Stakeholder Relations	• Establish and maintain appropriate stakeholder relations with discretionary grant beneficiaries, DHET, Discretionary Grant Committee and Board. • Ensure that there is continuous communication to all stakeholder on matters concerning learning programmes and projects.
Personnel Management	• Effectively lead and manage the Learning Programmes and Projects Division by maintaining a motivated team

	to deliver on AgriSETA strategy within the allocated budget. • Conduct performance appraisals and recommend areas of development.
Adhoc	• Any other duties which may be assigned from time to time.

Internal and external contacts	• Internal departments: All departments within AgriSETA • External: Stakeholders
Required Qualification and Experience	• A relevant Masters Degree (NQF 9) in Management, Leadership and /or Public Administration or equivalent. • Eight (8) years related experience of which five (5) years must be in management • Project management experience essential • Knowledge of management of learning programmes is preferred • Experience in a service-oriented organization • Preference/ Added advantage: Experience in Rural Development and Artisan Development • Experience in partnership formulation and emerging of funding for projects.
Knowledge and Skills Requirement	• Computer literacy (MS suite) • Business performance measurement (strategic, operational and financial) • Extremely organised, detailed oriented and efficient. • Resource planning and allocation • Reporting and monitoring
Required Competencies	• Project management • Strategic Capability • Perform under pressure • Results oriented (output driven)

	• Above average level of perceptiveness and discernment
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Employment Period: Permanent

An updated CV with a cover letter (excluding certificates) should be forwarded to:
ExecutiveLPP@agriseta.co.za

Closing date: Friday, 09 October 2026

Enquiries: Dr. Bertha Letsoalo (Corporate Services Executive)
Bertha@agriseta.co.za

Note: communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has 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 Employment Equity Plan.



Disabled candidates are encouraged to apply and an indication in this regard will be appreciated