

RE-ADVERTISEMENT

ASSISTANT MANAGER: EASTERN AND WESTERN CAPE REGIONAL SUPPORT

SALARY SCALE: D1 Level 6 R 814 469,68 (CTC)

Ref: AgriS01/09/2026

Designation	Assistant Manager: Eastern and Western Cape Regional Support
Reporting to	Manager: Rural Development
Division	Learning Programmes and Projects
Office Location	Head Office, Pretoria

Job Purpose	- To co-ordinate all approved learning programmes, reporting, and monitoring of implementation in the relevant provinces. - Monitor implementation and act as first-line of assistance on issues relating to payments and document submissions.
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KEY PERFORMANCE AREAS

Key Performance Area	Functional outputs / Actions
Project Coordination	- Supports and co-ordinates the skills development programmes in Eastern and Western Cape in partnership with government departments, commodity organizations and communities in land reform, rural development, and agriculture. - Establishes, participates in relevant skills development forums in the provinces (Eastern and Western Cape) that promotes support to rural agricultural structures through mentorship programmes. - Co-ordinates applications from state departments in provinces for approval - Assess readiness of projects, by support or assistance by AgriSETA

	• Oversees the generation, distribution, and receiving approval letters and contracts. • Monitors and implement approved mentorship projects and learning programmes in their provinces. • Site verification and monitoring of all AgriSETA funded learning programmes and partnership initiatives. • Prepares site monitoring to projects managers. • Monitors the compliance to the project implementation plan. • Responds to provincial enquiries with regards to skills development in the province. • Assist to facilitate provincial strategic partnerships with public and private stakeholders. • Conducts weekly site visits to provide ongoing support and ensure training is being executed.
Adhoc	• Any other duties which may be assigned from time to time

Minimum Qualification and Experience	• Degree (NQF level 7) in Public or Business Administration, Agriculture, Project Management or Community Development. • 5 years experience in administration and monitoring of projects • Added advantage the incumbent should have experience in project management
Required Competencies	• Monitoring of Projects and monthly reporting • Presentation skills • Business Writing skills • Stakeholder Management • Willing to work under pressure. • Able to travel extensively

Employment Period: Permanent position (SETA License).

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

Closing date: 19 October 2026 @ 16H30

Enquiries: Tshepiso@agriseta.co.za

Please note that this is a re-advertisement, applicants who previously applied to this position are encouraged to apply, quoting the reference as per above.

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.