ROLE PROFILE

RE-ADVERTISEMENT



**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Position | | : | **Programme Manager** |
| Closing Date for Applications | | : | 4 April 2022 |
| Commencement Date for Post | | : | As soon as possible |
| Salary offer | | : | **R 876,469** |
| Reference | | : | **FAS/RECRUITMENT/PM62** |
| **JOB IDENTIFICATION** | | | |
| Department: | PQA Department | | |
| Reporting Line | Chief Operations Officer | | |
| Full-time/Part-time/Contract: | **Permanent** | | |
| **PURPOSE OF THE JOB** | | | |
| The primary purpose of this position is to fulfill the organisational objectives in managing the operations of the discretionary projects and quality assurance functions of FASSET. To also provide support to Chief Operations Officer and PQA Department. The incumbent will be responsible for implementing mandatory and discretionary projects and assessing, monitoring, and evaluating projects that are funded by FASSET. Oversee and manage the staff within the PQA department. The incumbent will also oversee and supervise quality assurance duties against pre-accreditation processes; monitor allocated FASSET projects budgets; monthly reporting on the implementation of the projects and approved as part of the service level agreement (SLA) with the Department of Higher Education and Training (DHET). | | | |
| **MAIN ACCOUNTABILITIES** | | | |
| * Provide management and guidance in the PQA department. * Support the Chief Operations Officer (COO) in the achievement of the departmental targets. * Implementation of projects and monitoring thereof. * Provide support and undertake site visits to monitor the implementation of projects. * Compile data sources, employing collection and analysis of monitoring data. * Review and analyse monthly project reports and make recommendations for improvement. * Develop minimum documentation requirements for projects after projects site visits. * Implementation of projects and managing service providers’ project plans. * Manage and process invoices for payment following PFMA and internal finance policies/procedures. * Ensure proper management and training of staff | | | |

|  |  |
| --- | --- |
| * Oversee and manage Discretionary Projects. * Manage and oversee accreditation process against the FASSET Occupational Qualifications and Learning Programme Criteria * Implement strict internal controls in the FASSET Projects, * Oversee the performance of quality assurance duties and quality assurance reports Liaison with the internal and external auditors | |
| **REQUIRED QUALIFICATION** | |
| Qualification Required | * Relevant Bachelor’s degree at NQF level 7 * Qualifications (at NQF 7) in Finance/ Accounting/Internal Auditing/ Business Administration are most preferred. * Professional Body designations (e.g. Professional Accountants; CA(SA); CIA) in the FASSET sector will be an added advantage. |
| **REQUIRED EXPERIENCE** | |
| Experience required | * More than 5 years relevant experience in any projects management environment, * Experience in finance, accounting, internal/external auditing will be preferred. * Experience in the public sector will be advantageous. |
| **COMPETENCIES REQUIRED AND WORK OUTPUT** | |
| Essential: | * Knowledge of the NQF Act 67 of 2008, Skills Development Act, PFMA, and related legislations * Strong report writing skills * Managing and supporting a team * Highly self-motivated and engaged. * Solid understanding of data: how to organise it, how to model it, how to extract insights from it, and how to visualise it. * Confidently produce a high quality of work that delivers elevated attention to detail. * Demonstrate exceptional oral and written communication skills. * Ability to adapt quickly to fast-paced and everchanging environments and priorities. * Motivation to take ownership of tasks and the determination to drive them to completion. * Ability to work under pressure and meet deadlines. * Detail and process orientated. * Strong analytical and interpersonal communication skills. * Report writing and presentation skills. * Ability to work independently and as part of a team. |
| **KNOWLEDGE AND SKILLS REQUIRED** | |
| Essential | * Solid computer skills: MS Office Suite * Excellent command of English (verbal and written). * Strong attention to detail |

|  |  |  |
| --- | --- | --- |
|  |  | * Ability to work under pressure and meet deadlines. * Good relationship with stakeholders and an energy approach to work. * Detail and process orientated. * Strong analytical and interpersonal communication skills. * Report writing and presentation skills * Ability to work independently and as part of a team |
|  | **OTHER REQUIREMENTS** | |
|  |  | * Valid South African driver’s license and own transportation |
| **Date of Commencement of Position** | | |

FASSET requires a Permanent Programme Manager application to join the existing team as soon as possible.

Salary

The salary offer for this position is D-Upper

Assessment

Applicants may be required to undergo a competency assessment.

Contact Details

Submit your full curriculum vitae (including your name, contact details, and at least 3 references) and certified copies of your qualifications and copy of ID by no later than 4 April 2022 to: [recruitment@fasset.org.za](mailto:recruitment@fasset.org.za). Please quote the reference number: FAS/RECRUITMENT/PM63

NB: Candidates who previously applied for this position must re-apply

For any inquiries regarding the position please contact **Ms. Thulile Khanyile**, Human Resources Department at (011) 476 – 8570.

Should you not hear from FASSET within 4 weeks of closing, please consider your application unsuccessful. Communication will be with shortlisted candidates only.

FASSET adheres to the principles of the EE Act and Affirmative Action and these principles will apply in the selection process.