

## **ADVERT**

Position: : Manager: Education & Training and Development (ETD)

Industry : Professional Body, Education, Training & Development

Salary : Market Related

Position Type : 3-year Contract, extendable

Location : Centurion, Gauteng

Closing Date: : 12 April 2019

## **REQUIREMENTS**

- A minimum of 5 years' experience in education, training, development and relevant management experience.
- A detailed understanding of and proven experience in education, training and professional development including Quality Council for Trades and Occupations (QCTO) qualification development, South African Qualifications Authority (SAQA) Professional Body and FASSET learnership registration requirements.
- Experience in working with committees.
- Project Management and research experience.
- Effective use of technology and MS Office Suite
- Ability to travel and work extended hours
- Being a Registered Government Auditor (RGA) with knowledge of the public sector audit profession will be an added advantage

## **KEY PERFORMANCE AREAS**

- Develop and roll-out of the Education, Training and Development Strategy and Plan for SAIGA
- Assist in coordinating and implementation of the Institute's Marketing and Branding Strategy to amongst others, influence learners, students and trainees to follow the RGA route and showcasing the Institute's objectives through career expo's and other initiatives
- Develop a Competency Framework based on the Institute's Common Body of Knowledge and Skills (COBOKS) and its maintenance thereof
- Support the development and implementation of the RGA QCTO occupational qualification and learnership programme
- Coordinate the training programme for SAIGA Trainee Auditors
- Manage the Government Auditing Specialism Programme (GASP) and RGA Qualifying Exams (RGA QE).
- To manage the accreditation and monitoring of SAIGA approved workplace training providers as well as accredit new workplace training providers
- Maintain the Continuous Development Policy, including updates and development of CPD programmes and CPD submission process for RGAs
- Update, management and delivery of Mentorship, Assessor and Moderator programmes for the SAIGA Trainee Auditor scheme
- Assist with the delivery of the PFM Academy programme (portfolio of short courses) to stakeholders

- Provide secretarial support to SAIGA's Education & Training Committee and the Examination Board
- Conduct and co-ordinate research into best practices as it may relate to any aspect of education, training and development
- Managerial and leadership qualities as required from time to time.

### **SKILLS & PERSONAL ATTRIBUTES**

- Strong stakeholder orientation skills
- Strong communication skills (verbal, written report and proposal writing)
- Ability to perform under pressure
- Ability to operate in a complex environment with multiple projects
- Ability to use technology effectively
- Good problem solving and analytical competencies
- Promoting high personal and professional standards that support the institute's vision, mandate and values
- Result driven

**CVs must be e-mailed to [admin@saiga.co.za](mailto:admin@saiga.co.za)**

***In compliance with the SAIGA' employment equity plans, first preference will be given to candidates from designated groups (Africans, disabled, Coloureds, Indians, and females). Correspondence will be limited to shortlisted candidates only. Only candidates who meet the requirements should apply. SAIGA reserves the right not to make an appointment. By applying, the applicant gives permission to SAIGA to perform background, security and reference checks and to verify documents and qualifications.***