

19 January 2018

### **INSETA Career Opportunity**

The Insurance Sector Education and Training Authority (INSETA) has the following vacancy available in its' offices in Parktown, Johannesburg which reports to the Chief Executive Officer.

#### **Skills Development Manager – Job Grade D2 (5 months - Fixed Term Contract)**

##### **Qualification and experience requirements:**

B degree and/or NQF Level 6 qualification with at least 5 years relevant experience in a senior management capacity. Exposure/experience in the broader financial services industry will be a distinct advantage. Experience in a SETA will be an advantage. Experience in the field of Skills Development is crucial. Preference will be given to applicants with actual experience in promoting skills development projects, uptake and participation among stakeholders.

##### **Job Purpose:**

Development implementation and management of skills development and transfer initiatives within the insurance sector.

##### **Key Performance Areas:**

- Implement policy on the various aspects within the Skills Development Division of INSETA.
- Manage and account for funds administered by the division in terms of skills levies received and grants disbursed.
- Manage the administration and processing of Workplace Skills Plans and Annual Training Reports submitted to the SETA by sector stakeholders.
- Ensure that the Employment Equity Philosophy and principles form an integral part of skills development within the Sector.
- Manage, market and promote Skills Development initiatives within the Sector.
- Establish, administer and maintain a database acceptable to DHET, SAQA, INSETA other verifying bodies of skills development initiatives and support activated within the sector.
- Facilitate stakeholder activities, meetings, workshops and information sessions with regard to skills development.
- Prepare and submit reports as required.
- Manage Inter-Seta Transfers in and out of INSETA.
- Advise the INSETA CEO on matters related to skills development.
- Lead and manage divisional and project personnel.

- Represent INSETA at stakeholder forums and structures including the Department of Higher Education and Training, SAQA, etc. as required.
- Be responsible for prudent, transparent and accountable processing of all expenditure in line with INSETA's financial and procurement policies and procedures within the Division.
- Be responsible for the achievement of the NSDS III service level agreements as annually set by the Department of Higher Education and Training.
- Be responsible for promoting skills development projects, update and participation among stakeholders.

### **Skills/Competencies and Knowledge**

- An in-depth knowledge of the Skills Development Act, Skills Development levies Act, SAQA Act, NSDS III, NQF, White Paper on Post Schooling, DoL Standard Operating Procedure manual, DHET Organising Framework for Occupations guide and HRD strategies.
- A successful track record in management of training and development.
- Proven knowledge and exposure in dealing with SETA Skills Development related regulations (Skills Levies Act and related regulations).
- A proven ability in the production of policy documentation and implementation of same.
- Proven ability to manage and motivate people.
- Above average project management skills.
- Ability to liaise at senior management level.
- Proven experience and expertise with respect to the management of finances, office admin systems and customer service.
- High level written and verbal communication skill.
- Knowledge of the PFMA and budgetary skills.
- Good Computer skills in MS office programmes.
- Must be in possession of a valid driver's licence.

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV to [vacancies@inseta.org.za](mailto:vacancies@inseta.org.za) with the position you are applying for clearly stated.

**Closing date: 29 January 2017**

INSETA reserves the right not to make an appointment.

No late applications will be accepted.



Working together for a skilled tomorrow

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