

The FP&M SETA wishes to appoint a suitably qualified person to the position of:

General Manager: Projects
Reference: GMPROJECTS/10/2016
Department: Projects
Type of Contract: Fixed-term until 31 March 2018
Location: Braamfontein, Johannesburg (Head Office)
Total Package: R700 000.00 – R770 000.00 p.a.
Application Closing Date: 08 November 2016 at 16:30

Main purpose of the job

Provide strategic and results driven leadership and ensure that projects are managed from a value chain end to end perspective and delivered with the highest level of professionalism and integrity. Ensure financial year based reporting of projects performance against the budget and that all contracted projects have payments plans and paid accordingly.

A. Key Performance Responsibilities:

Leadership role

- Set objectives and oversee the implementation of FP&M SETA NSDS III activities, aligned to the Sector Skills Plan, Strategic Plan and Annual Performance Plan
- Departmental strategy and plan as per the NSDS objectives
- Set and drive the achievement of national and regional targets
- Conduct assurance exercise monthly for projects completes and accuracy
- Stakeholder partnership management
- Take charge in high priority crises
- Ensure the department is audit ready and achieves a clean audit
- Provide leadership and ensure efficient and effective management of staff, budget and resources within the department

Policy development and review

- Develop and review discretionary and mandatory grants policy, processes and procedures
- Develop and review divisional business plan

Regulatory compliance

- Ensure overall compliance with the legislative and regulatory framework
- Ensure quality control through the monitoring and evaluation of core business, procedure and activities

Reporting

- Prepare and produce annual, quarterly and monthly projects performance reports in line with the budget and financial year for CEO, EXCO and Board
- Verify SQMR information

Audit and Risk

- Liaise swiftly to adhering to timelines with Auditors (internal & external) and manage audit process, while ensuring that all recommendations from Auditors are adequately addressed
- Identify and mitigate risks to ensure unqualified audit opinion

Administrative duties

- Manage discretionary grant business processes and timeous payments
- Provide continuous leadership, supervision, training and development of divisional staff ensuring an effective and motivated team
- Performs related work as required
- Perform any other duties as assigned by the CEO

Performance Management

- Ensure knowledge transfer and capacity building of Projects staff
- Manage the performance of staff assigned to the department (performance should be in line to divisional targets)
- Liaise with the HR division in conducting performance appraisals and ensure competency and training gaps are addressed

B. Qualifications, Experience, Competencies, Skills and Behavioural Traits:

- Chartered Accountant with strong project management background or project management with strong financial background;
- Project Management Qualification;
- Financial Management experience;
- At least 10 years in senior management experience;
- Above average understanding of Government's skills development initiatives and the mandate assigned to SETAs;
- Value added contribution to previous employer will be an added advantage;
- Ability to strategise, lead, plan and manage change;
- Strong leadership qualities, including ability and willingness to make difficult and unpopular decisions;
- Systems and process driven;
- Initiative and strong organisational skills;
- Strong time management skills;
- Excellent verbal, communication and report writing skills;
- Good interpersonal skills;
- Ability to work under pressure;
- Work in team-oriented and cross functional environment.
- Build, Value and champion the team;
- Organized, efficient, honest and reliable;
- Visionary, problem solver and creative;
- Negotiation and decision making skills;

- Excellent presentation skills;
- Relationship management
- Brand leadership
- Positive influence capabilities
- Independence
- Precision
- Cognitive application of coherent principles
- Confidentiality

FP&M SETA is an affirmative action employer. Suitably qualified historically disadvantaged individuals (HDIs) including persons with disabilities are encouraged to apply in line with the Employment Equity Act No 55 of 1998.

Applications, accompanied by recent certified copies of educational qualifications, identity documents and comprehensive curriculum vitae should be send via e-mail to recruitment@fpmseta.org.za. Please specify the position applied for and quote the applicable reference number. Or can be hand delivered: Attention, HR Manager at Forum 1B, 2nd Floor, Braampark Office Park, 33 Hoofd Street, Braamfontein.

The closing date for the application is **08 November 2016 at 16:30**. Late applications will not be considered. Failure to comply with the above requirements will result in disqualification of the application. Please consider your application unsuccessful if you have not received any communication from FP&M SETA two (2) months after the closing date stated above.

Enquires should be directed to Ms. Sophie Tiro at telephone: 011 403 1700.

The FP&M SETA reserves the right to amend the advert and not to make an appointment.