

ROLE PROFILE: REGIONAL COORDINATOR

JOB IDENTIFICATION	
Job Title:	Regional Coordinator – 1 Western Cape
Department:	Learning Division: Youth Programmes
Date reviewed:	15 August 2019
Location:	Western Cape
Reporting Line:	Learning Manager: Youth Programmes
Full-time/Part-time/Contract:	Fixed Term Contract (2 years)
Patterson Job Grading	C band
PURPOSE OF THE JOB	
To provide efficient project management of programmes projects run by the INSETA and its partners in the above mentioned provinces	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • SETA Project Coordination • Act as Project coordinator for all provincial engagements • Coordinate SETA performance and report to Department of Higher Education and Training • Arrange and/ or facilitate meetings with employer worksites and providers to; build relationships; prepare the employers for implementation of INSETA projects and monitor progress • Capacitate employers, training providers and service providers on skills development processes. • Coordinate and conduct monitoring site visits on all the projects and provide reports and lessons learnt at the end of projects • Ensure successful implementation of Learning Programmes within the Region, prepare for implementation, monitor progress and closure of the programmes • Collating and quality assuring regional document submissions • Ensure compliance with relevant legislation and organizational policies and procedures. • Provide feedback reports to the Manager on regular basis and monthly. • Act as general client liaison for INSETA funded projects, address and resolve stakeholder queries timeously. • As as INSETA provincial representative generally • Administration • Evaluate all documents submitted for funding purposes • Ensure that all admin files are complete according to the evidence requirements for application, commencement, progress, closure and monitoring reporting • Make travel and venue arrangements for meetings • Write reports on monitoring, site visits and lessons learnt at the end of projects • Update contracting spreadsheets • Complete reconciliation on all regional projects to establish funding and refunds if required • Complete regional project reports on a monthly basis 	

<ul style="list-style-type: none"> • Career guidance and communication • Participate in the planning of various regional activities and events. • Attend and participate in regional activities i.e. exhibitions, regional workshops, etc. • Implement marketing and communication initiatives in the region through PR and Marketing department • Risk and issue management: • Ensure that regional projects are well coordinated, managed efficiently and effectively according to schedule and budget. • Proactively manage changes in project scope, identify potential crises, and devise contingency plans • Assist in the preparation for internal and external audits. • Log, resolve or escalate issues that cannot be resolved at Coordinator level. • Perform any other duties that may be assigned from time to time. • 	
REQUIRED QUALIFICATION	
Minimum Qualification Required:	<ul style="list-style-type: none"> ▪ Matric plus a relevant post matric qualification at NQF level 6.
REQUIRED SKILLS AND EXPERIENCE	
Required:	<ul style="list-style-type: none"> ▪ Three years working experience in an Education and Training or a SETA environment; ▪ Exceptional interpersonal skills which will include expertise in both written and verbal communication, e.g. presentation and report writing skills; ▪ Knowledge of the NQF, NQF Act and other relevant pieces of legislation; ▪ Must be in possession of a valid drivers licence and own motor vehicle ▪ Must be in possession of own laptop and internet connectivity ▪ Willing to travel nationally on behalf of INSETA ▪ Must be willing to work long hours, attend events after hours ▪ Exposure in the broader insurance sector/HEI space as well as in a SETA or training environment will be a distinct advantage.
REQUIRED COMPETENCIES	
Critical Competencies:	<ul style="list-style-type: none"> • Ability to interpret and implement divisional/ departmental policies and procedures;

REQUIRED KNOWLEDGE AND SKILLS	
Essential:	<ul style="list-style-type: none"> • Proven people management skills; • Sound IT skills, including knowledge of database creations and their management; • Strong Project management and research skills; Ability to work in a team environment, yet independently and perform under pressure • Ability to work in a team environment, yet independently and perform under pressure

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

Please note that this is a re-advertisement and you need not re-apply if you have already submitted your cv.

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

Closing date: 22 September 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted.