

ROLE PROFILE: REGIONAL COORDINATOR

| JOB IDENTIFICATION | |
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| Job Title: | Regional Coordinator – Easter 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 | |

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| <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 | |
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| 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: 20 October 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted.