



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES 30 April 2025		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 13/2025	Manager: Learning Programmes ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R 926 875.00 – R 1 306 476.00	1

MICT SETA seeks to employ a suitably qualified and competent **Manager: Learning programmes** to manage the implementation of learning programmes aligned to skills development regulations through effective engagement with all stakeholders in line with MICT SETA's strategic objectives.

The successful incumbent will be based at Head Office, in Midrand and will report to the **Senior Manager: Learning programmes**

MINIMUM REQUIREMENTS:

- Matric/Grade 12
- B-Degree or Advanced Diploma in a relevant field (NQF Level 7)
- An Honours Degree or equivalent in the relevant field of study will be an added advantage.
- A project management qualification would be an advantage.
- 5 years' relevant experience of which 3 years should be at a Management or Supervisory level.
- Experience in the SETA environment will be an added advantage.
- In-depth knowledge of Skills Development Act and Skills Development Levies Act.
- Knowledge of SAQA and the National Qualifications Framework (Qualifications and Unit Standards).
- Knowledge of the OFO Code Framework, PFMA and SETA Grant Regulations
- Knowledge of SETMIS and QMR DHET Reporting systems
- Knowledge of Record Management systems and archival best practices
- Knowledge and understanding of the company policies and procedures applicable to the specific work environment to ensure that work outcomes are compliant to the policies and procedures.
- Required to work extensive hours and meet deadlines.
- Own car and valid driver's License

ROLES AND RESPONSIBILITIES

Strategic Planning

- Review and provide inputs in the development of the Annual Performance Plan and Operational Plans and ensuring progress against the approved annual targets.
- Reports to Senior Manager on the Annual Performance achievement on the Learning Programme objectives.
- Provides reasons to Senior Manager for non-achievement of the Annual Performance Plan targets.
- Compile monthly and quarterly reports on learning programme.

Management of Learning Programmes

- Manage the implementation of learning programme implementation initiatives to support MICT SETA's sector skills agenda.
- Educates stakeholders on skills priorities in the sector.
- Ensures services to stakeholders are delivered timeously and accurately.
- Manages the registration process of learners for each respective function within the department to ensure that audit / reporting documentation is relevant and current.
- Verifies and submits documentation of programmes and learner registrations to the Department of Higher Education and Training (DHET) in line with regulatory requirements.
- Manages the monitoring of learners and their progress on programmes and qualifications implemented.
- Manages approved or implementing stakeholders and oversees the disbursement of schedules aligned to project objectives and deliverables.
- Ensures that the payments on Discretionary Grants are aligned to Service Level Agreement (SLA) and payments are effected timeously to ensure prompt delivery on programmes.
- Ensures adherence to the Service Level Agreement (SLA) that governs the relationships between MICT SETA and employers.
- Ensures that the providers implementing learning programmes such as learnership and skills programme are accredited for the programme approved.
- Ensures that approved implementing employers comply with all the regulatory and MICT SETA processes and corrective action is implemented if necessary.
- Provides reports to Senior Manager on the registration of learners per qualification and programme.
- Implement and maintain systems to track, store and safeguard records.

Strategic/ Special Projects

- Assist the Senior Manager in developing and implementing a special projects' strategy for the organisation.
- Implement special projects processes and procedures.
- Implementation of special projects and alignment of special projects into organisational planning, SETA funding model and commitment register.
- Conduct quality assurance and report on approved special projects.
- Ensure that all partnership and special projects are managed and administered in line with SETA policies, signed MoU in consultation with the Senior Manager.
- Researches and develops new projects by checking how to continuously improve on existing projects.

- Monitors the status of projects by meeting monthly with Senior Manager and team to give feedback on the progress on projects and on risks mitigated.

Discretionary Grant Applications

- Oversee the administration of DG grant applications received from stakeholders.
- Allocate Advisors to vet shortlisted stakeholders.
- Verify and process payment pack prior to the Senior Manager's final approval.
- Communicate availability of grants to stakeholders.
- Verify with Senior Manager that learning programmes development initiatives are aligned to the Sector Skills Plan (SSP) and the country's national strategies prior to design and development.
- Monthly Report to the Senior Manager on the achievement of annual performance targets and strategic objectives.
- Assist in the development and Implementation of learning programmes Standard Operating Procedures as per the Grant regulation and DHET requirements.
- Review and provide inputs for Discretionary Grant Policy updates.

Financial Management

- Compile and manage unit operational budget.
- Manage and control budgets for projects allocated by checking that there is no overspend or underspend of the budget and there is compliance with the SLA in terms of amounts to be paid to the employers and training providers.
- Review payments of grants and ensure all payments are done within payment terms and in line with policies and procedures of the organisation.

Stakeholder Relationship and Management

- Partner with employers and the Strategy and Research unit to identify skills gaps and ensure the implementation of appropriate learning programmes to address sector gaps.
- Liaises with and manages relationships with employers, stakeholders, training providers, TVET College/University of Technology/University representatives and learners by attending regular meetings to ensure that all work base experience programmes are on track.
- Educate stakeholders on skills priorities in the sector.
- Ensure services to stakeholders are delivered timeously and accurately.
- Effectively communicates MICT SETA's initiatives to support the development of alliances.
- Provides support and feedback to employers, stakeholders, and training providers.
- Identifies and partners with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions.
- Establishes collaborative partnerships with stakeholders to ensure sustainable implementation of MICT SETA Programmes.
- Ensures delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Implements recommendations from the stakeholders.
- Build relationships with MICT SETA stakeholders by facilitating sessions with employer and stakeholders on new trends and LMS updates.

Risk and Compliance Management

- Ensure the mitigation of the business unit's risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.
- Responsible for the coordination and maintenance of quality risk management in line with relevant requirements.
- Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements.
- Support and provide evidence to all internal and external audit requirements.
- Oversee the maintenance and enforcement of all Learning Programme Administration related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence in the Learning Programme Administration team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

People Management

- Build and lead an effective and cohesive team through the effective management of divisional resources.
- Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit.
- Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Ensure that the working environment contributes to improving employee engagement, recognition and increased productivity.
- Ensure that management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.

COMPETENCIES		
VALUES	FUNCTIONAL	BEHAVIOURAL
<ul style="list-style-type: none"> • Customer Centricity • Ethical • Innovative • Committed • Meritocracy • Collaboration • Responsiveness 	<ul style="list-style-type: none"> • Strategic Capability and leadership skills • Stakeholder Management and Relations • Budget and Financial Management • Programme and Project Management • People Management • Business Writing Skills • Communication (Verbal and Written) • Report Writing • Document Management • Change Management 	<ul style="list-style-type: none"> • Organisational and planning • Decision making • Problem solving and analytical thinking • Interpersonal relations • Team leadership • Resilience • Emotional Self Awareness • Results orientation • Attentive to detail and accuracy

COMPETENCIES		
	<ul style="list-style-type: none"> • Conflict Management • Risk Management 	

Application:

Please click the link to apply <https://forms.office.com/r/UBy9k97QqE> by no later than **16 May 2025**.

Queries may be directed to 010-055-7930.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications unsuccessful. Please note that this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)