INTERNAL / EXTERNAL ADVERTISEMENT

4IR

19 June 2025

REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
4IR:17/2025	**TECHNICAL ADVISOR:4IR** **R627 751.00 – R875 871.00 CTC PER ANNUM**	1

MICT SETA seeks to appoint a suitably qualified **Technical Advisor:4IR** to provide overall technical & strategic support, as well as coordination in the implementation of the Integrated Digital Skills Strategy (IDSS).

The successful incumbent will be based at our Midrand Office and will report to the **Senior Manager:4IR.**

MINIMUM REQUIREMENTS:

- Bachelor's degree in project management, Public/Business Management, Human Resources Development, and related field or equivalent.
- Minimum of 4 -5 years' experience in Skills Development.
- Demonstrable knowledge, skills of different 4IR technologies and experience in E-learning.
- Extensive knowledge of Project management.
- Sound knowledge, understanding and experience of Skills Development Act, Skills Development Levies Act, National Skills Development Plan, National Qualifications Framework Act, Public Finance Management Act, National Treasury Regulations and other applicable regulations, policies, and strategies.
- Demonstrable knowledge, skills, and experience in Skills development and different 4IR technologies.
- Project management experience.
- Knowledge of information management and practices, monitoring and evaluation and research methodologies.

OTHER REQUIREMENTS:

- Willingness to work outside of official hours.
- Willingness to work in a fast-paced environment.
- A vehicle with a valid driver's license and willingness to travel is essential.

Matome Madibana (Chief Executive Officer)

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mict.org.za

ROLES AND RESPONSIBILITIES

Technical Advisor Support

- Assist in the development and implementation of the integrated Digital Skills Strategy for the SETA
- Contribute to the development of the MICT Strategic Plan, Annual Performance Plan and Operational Plan.
- Assist in the establishment of 4IR Advisory Committee to advise MICT SETA on 4IR related matters.
- Provide technical support and facilitation of 4IR Learning labs and incubation.
- Provide technical support and guidance on learning programmes that focus on 4IR General Purpose Technologies (GPTs) in relation to skills development.
- Conduct administrative and technical reviews of the SETAs 4IR projects.
- Provide technical review and writing of 4IR programme implementation and payment recommendations.
- Identify and Recommend opportunities for automation and integration of MICT SETAs existing systems in collaboration with the University Research Chair.
- Design and prepare data visualisations related to 4IR/future skills and trends and patterns.
- Analyse and interpret data, predict trends, and recommend to MICT SETA to develop occupational programmes that address future skills gaps and future of work.
- Implement smart solutions for MICT SETA.
- Participate and contribute in 4IR forums and Digital Skills Policy discussions.
- Assist in the development of a Socio-Economic Impact assessment and 4IR indicators in relation to the SETA's mandate.

Research & Curriculum Development Support

- Support the development of 4IR-aligned occupational qualifications.
- Conduct research on developing 4IR trends, training needs and initiatives in the sector.
- Assist in establishing and strengthening research, development, and innovation community of practice in the areas of 4IR digital technology blocks.
- Produce research and policy reports, as well as internal documents, including the development of conclusions and policy & practice recommendations on 4IR.
- Develop appropriate research methodologies and tools.
- Design and ensure implementation of research projects.
- Disseminate research findings through research seminars, conferences, advisory committees, and other relevant platforms.
- Participate and actively contribute on strategy development.
- Assist in organising and coordinating research symposiums, seminars, and meetings.
- Assist in the establishment of 4IR Research Chairs across South African Public Universities and other HET institutions.
- Assist in the establishment of 4IR learning labs.
- Provide technical support and facilitation of research on the drivers of change for 4IR.

Monitoring and control of 4IR Projects, Learning Programmes and Learning Labs

- Monitoring of the 4IR learning labs.
- Monitoring of established Research Chairs across Public Universities and HET academic institutions.
- Monitor and report on milestones and timeframes of 4IR learning programmes.

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- Develop quality improvement and monitoring and evaluation activities including data reporting and success stories.
- Conduct Monthly and Quarterly Site Visit.

Project and Programme Management

- Manage all the MICT SETA's ICT projects.
- Conduct onsite vetting for 4IR learning and Research Chairs that have been approved by the evaluations Committee.
- Monitor the overall management, performance, and progress of all 4IR learning programmes.
- Identify risks to the projects, resolve issues and initiate appropriate corrective action.
- Monitor and report on the MICT Research Chair ICT projects.
- Prepare progress and final project reports in a timely manner.
- Ensure the efficiency and effectiveness of the administrative and technical management of 4IR projects.
- Assist in managing resources allocated for 4IR learning programmes.

Stakeholder Liaison & Support

- Assist in the establishment of partnerships with MICT SETA stakeholders, academics, and civil society groups for implementing 4IR initiatives.
- Assist in the implementation of partnerships of 4IR interventions and programmes.
- Assist in establishing and managing strategic partnerships in the implementation of 4IR interventions and programmes.
- Liaise with Qualifications Development Facilitators (QDFs) to ensure that all qualifications reports are ready for submission to QCTO.

Governance Risk & Compliance

- Ensure the mitigation of MICT SETA 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.
- Support and provide evidence to all internal and external audit requirements.
- Ensure adherence in the MICT SETA team to all relevant laws, policies, and Standard Operating Procedures throughout the organisation.

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

FUNCTIONAL

- Technical Acumen
- E-Learning

- Stakeholder Relations
- Budget and Financial Management
- Curriculum Development
- Research and Analysis
- Knowledge Management
- Critical & Analytical Thinking
- Project Management
- Time Management
- Report/Business Writing Skills
- Communication (Verbal and Written)
- Risk Management
- Presentation Skills
- Data Analysis
- Learning & Development

BEHAVIOURAL COMPETENCIES

- Planning and Organising
- Decision Making
- Problem solving
- Negotiation
- Interpersonal relations
- Attentive to detail and accuracy
- Listening
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure

<u>Application:</u>

Please click the link to apply https://forms.office.com/r/YugHMb0WrT by no later than **29 June 2025**

Queries may be directed to 010-055-7950.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note 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.

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