

PROJECT MANAGER ADVERT

Manage the implementation, monitoring and contract management of projects as approved, through collaboration with all relevant functions in the organisation to ensure the successful commencement and completions of projects. Establish and maintain the optimal provincial representation of the EWSETA to allow the effective implementation of projects and serve as a contact point for stakeholders in the provinces. Increase the uptake of careers in the energy and water sectors.

1. Brief Overview of the Role.

The Project Manager has the following focus areas:

1. Establishing, developing, implementing and controlling best practices for the delivery of skills development projects by:
 - defining and documenting all policies and processes of the project lifecycle to deliver projects according to plan and within budget.
 - Monitoring projects using various tools such as project Gantt Charts.
 - Setting up fit-for-purpose Service Level Agreement (SLAs) and overseeing their implementation.
2. Overseeing the coordination of multiple skills delivery projects thereby ensuring that timing, risks, issues, resource requirements, etc. are dynamically managed across all projects.
3. Pro-actively monitoring and reporting on projects regionally, per sector and other requirements.
4. Ensuring close liaison with and effective and aligned service delivery to stakeholders, beneficiaries, and partners through effective EWSETA presence in all nine (9) South African provinces.
5. Managing career exhibitions and advisory services so that current and potential beneficiaries are knowledgeable about the careers, skills development and funding opportunities within the energy and water sectors.
6. Managing specific contributions to various government department's national priority skills projects (e.g. the Department of Science and Innovation, the Department of Mineral Resources and Energy), for example: Funding for Undergraduate, Honours, Master's and Doctoral programmes in renewable energy, and hydrogen economy skills; Provision of experiential learning to ensure that students can complete National Diplomas; Provision of funding for TVET students in renewable energy; Provision of experiential learning at research labs, in the work environment and through the national roll-out of technology; Provision of experiential learning for UoT and TVET graduates in the fuel cell sector.

7. Supporting the Energy and – Water Sector Managers in building and strengthening stakeholder relations in the provinces through effective customer service and operational excellence.
8. Providing project advisory services for skills development projects that are initiated by the Energy and Water sectors in the provinces through effective customer service.
9. Managing support to the Quality Assurance function.
10. Submitting verified documentation to the Project Finance function to ensure timely and accurate payments relating to projects.
11. Managing the Projects function effectively.
12. Performing all tasks related to the purpose of this role, as required and delegated.

2. Key Responsibilities

1. EWSETA Strategy Development, Implementation & Monitoring
2. Discretionary Grants and Project Planning
3. Project Management
4. Project Reporting and Information Management
5. Regional Operations
6. Career Exhibition and Advisory Services
7. Governance
8. Risk Management
9. Financial Management
10. People Management

3. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	<ul style="list-style-type: none"> • B Degree or equivalent (NQF level 7) in relevant field • Diploma: Project Management (NQF level 6) 	<ul style="list-style-type: none"> • Honours Degree or equivalent (NQF level 8) in relevant field • Advanced Diploma: Project Management (NQF7)
Experience:	<ul style="list-style-type: none"> • 5 – 7 years' experience in the relevant field, skills development and project management • At least three years of experience in a managerial/supervisory role 	<ul style="list-style-type: none"> • 8 - 10 years' experience in the relevant field, e.g., SETA environment, skills development project management, education • At least five years of experience in a managerial/supervisory role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
		<ul style="list-style-type: none"> At least three years of experience in project management Previous project management and skills delivery experience within the energy or water environment
Training:	<ol style="list-style-type: none"> Computer Literacy (MS Office package) Recognised Project Management Certificate 	<ol style="list-style-type: none"> Advanced Computer Literacy (MS Office package) MS Projects or similar Management Development Programme (if degree is not in management)
Professional certification and membership of professional bodies	Not Applicable	<ul style="list-style-type: none"> Membership of any recognised professional association in the energy and water sectors Project Management South Africa (PMSA)

4. Competency Requirements

Competency Requirements	
EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> Building Client Loyalty Aligning Performance for Success Coaching Building a Successful Team Continuous Improvement
EWSETA CORE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> Stakeholder Orientation Building Collaborative Working Relationships Driving for Results Continuous Learning Quality Orientation Demonstrating Personal Integrity
KNOWLEDGE	<ul style="list-style-type: none"> Project management principles, methodology and practices Skills delivery methodologies, principles, practices and applications

Competency Requirements	
	<ul style="list-style-type: none"> ▪ Project and skills delivery policies, procedures, and processes ▪ EWSETA business processes and strategic objectives ▪ Functional inter-relationships ▪ Curriculum and skills development ▪ Supplier management ▪ Adult learning ▪ ETQA requirements ▪ EWSETA mandate, purpose, vision, mission, values ▪ Applicable South African Legislation - Skills Development Act, 1998 (Act 97 of 1998); Skills Development Levies Act. 1998 (Act 9 of 1999); National Qualifications Framework, 2008 (Act 67 of 2008); Further Education and Training Act, 1998 (Act 98 of 1998); Promotion of Access to Information Act, 2000 (Act 2 of 2000); Protection of Personal Information Act, 2013 (Act 4 of 2013). ▪ Broad sector policy mandates – National Skills Development Strategy III (NSDS); National Development Plan (NDP); Human Resource Development Strategy for South Africa (HRDSSA); Industrial Policy Action Plan (IPAP); National Infrastructure Plan; New Growth Plan (NGP); White Paper on Post School Education and Training; Integrated Resource Plan 2010; National Energy Strategy; National Water Resource Strategy 2. ▪ Sector-Specific Framework – Strategic Framework for Water Services, 2003; National Water Resource Strategy (NWRS); Industry Policy Action Plans (IPAP 2); Water Services Act, 1997 (Act 108 of 1997); National Water Act, 1998 (Act 36 of 1998); Municipal Structures Act, 1998 (Act 117 of 1998); Municipal Systems Act, 2000 (Act 32 of 2000); Nuclear Energy Act, 1999 (Act 46 of 1999); National Nuclear Regulator Act, 1999 (Act 47 of 1999); National Energy Act, 2008 (Act 34 of 2008).
<p>SKILLS (NOT LISTED IN EWSETA’S COMPETENCY FRAMEWORK)</p>	<ul style="list-style-type: none"> ▪ Verbal and written communication skills ▪ Presentation skills ▪ Interpersonal Sensitivity skills ▪ Building and Maintaining Relationships ▪ Persuasiveness and Influencing skills ▪ Analytical ability ▪ Problem-solving skills ▪ Planning and organizing skills

Competency Requirements	
	<ul style="list-style-type: none"> ▪ Management Control skills ▪ Empowerment skills ▪ Providing Direction skills ▪ Situational Leadership skills ▪ Diversity Management skills ▪ Conflict management ▪ Adept at conducting research into project and skills delivery related issues and products ▪ Ability to learn, understand, and apply new technologies and methodologies
ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Detail Orientation ▪ Results Orientation ▪ People Orientation ▪ Able to deal with sector and SETA sensitive information ▪ Tolerance for functioning in a structured and highly regulated ecosystem ▪ Able to promote cross functional effectiveness ▪ Decisive and able to quickly react to changing environments ▪ Resilient ▪ Emotional intelligence ▪ Initiative and assertiveness ▪ Tolerance of stress and pressure ▪ Deadline driven ▪ Organisational awareness ▪ Ability to work independently and in a team-oriented, collaborative environment

5. Application Process

Please refer to the full detailed Job Description for the role of the Project Manager.

CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 09 October 2023 (i.e. by 16:30 p.m.). Enquiries may be directed to the HR Manager at 010 109 3250 or Mthenjwa Radebe at mthenjwar@ewseta.org.za. Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets.

NB: Please use the name of the position on the subject line of your application email.