

PLANNING AND STRATEGY SPECIALIST ADVERT

SALARY R799 630 – R999 537 PER ANNUM

Brief Overview of the Role

To coordinate skills planning in the Energy and Water sectors to assist with the development of the Sector Skills Plan (SSP) that in turn informs Labour market intelligence, determine funding priorities, support employer and national skills planning, identify sectoral priority occupations and enable evidence-based decision-making. To support the Planning and M&E Manager to produce the EWSETA's strategic plans through the coordination of development of the SSP, SP, and APP that will lead the achievement of the SETA's mandate. This is done by:

1. Compiling the Sector Skills Plan (SSP) for all EWSETA stakeholders to ensure optimisation and compliance in accordance with SAQA and DHET requirements.
2. Actioning employer Workplace Skills Plan (WSP) and Annual Training Report (ATR) processes to ensure the attainment of the SAQA /NSDS and DHET requirements.
3. Coordinating the development of the EWSETA Strategic Plan (SP)
4. Coordinating the development of the Annual Performance Plan (APP)
5. Coordinating the development of the Annual Operational Plan (AOP)

1. Key Responsibilities

1. Workplace Skills Plan (WSP) and Annual Training Report (ATR) Administration
2. Sector Skills Planning (SSP) Formulation
3. Sector Skills Planning (SSP) Administration
4. Strategy Development
5. Teamwork and Self-Management.

2. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	B Degree or equivalent (NQF Level 7) in relevant field, e.g., business management/public administration/education management	Honours Degree or equivalent (NQF Level 8) in relevant field
Experience:	Five years of experience in Skills Development and Planning	Experience in Strategic Planning and Monitoring Experience in data management

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
		3 years of experience in a SETA environment or in the Water / Energy Sectors
Training:	1. Computer Literacy (MS Office package)	1. Advanced Computer Literacy (MS Office package) 2. Project Management
Professional certification and membership of professional bodies	Not Applicable	Not Applicable

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	B Degree or equivalent (NQF Level 7) in relevant field, e.g., business management/public administration/education management	Honours Degree or equivalent (NQF Level 8) in relevant field
Experience:	Three to five years of experience in Planning	Experience in Strategic Planning and Monitoring Experience in data management 3 years of experience in a SETA environment or in the Water / Energy Sectors
Training:	2. Computer Literacy (MS Office package)	3. Advanced Computer Literacy (MS Office package) 4. Project Management
Professional certification and membership of professional bodies	Not Applicable	Not Applicable

3. Competency Requirements

Competency Requirements	
EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> Operational Decision Making Initiating Action Planning and Organising Communicating with Impact
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"> Strategic planning principles and tools Strategic Workforce planning Labour market dynamics EWSETA mandate, purpose, vision, mission, values EWSETA operations and processes 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 Plan; 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; Medium Term Strategic Framework (MTSF); New Growth Path (NGP). 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

Competency Requirements	
	Act, 1999 (Act 46 of 1999); National Nuclear Regulatory Act, 1999 (Act 47 of 1999); National Energy Act, 2008 (Act 34 of 2008).
SKILLS (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Strategic Planning skills ▪ Data analytics ▪ Analytical ability ▪ Verbal and written communication skills ▪ Presentation skills ▪ Building and Maintaining Relationships ▪ Problem-solving skills ▪ Planning and organizing skills ▪ Management Control skills ▪ Empowerment skills ▪ Providing Direction skills
ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Detail Orientation ▪ Process thinking ▪ Able to deal with sector and SETA sensitive information ▪ Tolerance for functioning in a structured and highly regulated ecosystem ▪ Resilience and Agility

4. Application Process

Please see attached the full detailed Job Description for the role of the Planning and Strategy Specialist. CVs and Certified Qualifications of suitably qualified persons must be forwarded to newrecruitment@ewseta.org.za by no later than the Close of Business 16 July 2025 (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, i.e. African Male, Coloured Male and Female.

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