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Transport Education and Training Authority

Aerospace Chamber

ETD Practitioner (Permanent)

Randburg

Package: Market Related

1. KEY PERFORMANCE AREAS

1. Liaise with stakeholders to ensure maximum participation

- 1.1. Maintain and increase chamber Mandatory Grants (MG) participation;
- 1.2. Facilitate Small Business Developments (SBDs) participation;
- 1.3. Provide support to all queries (MG/SBDS/Discretionary Grants (DG) etc.);
- 1.4. Provide timely advice to authorities (e.g. SAQA, QCTO, other SETAs, DOT, DHET, DOE) on matters of concern;
- 1.5. Participate in forums and workshop involving authorities in the ETDP;
- 1.6. Update stakeholders on new or reviewed TETA policies and procedures;
- 1.7. Communicate and capacitate stakeholders on new developments related to skills development;
- 1.8. Conduct site visits to levy-paying stakeholders to ensure compliance with TETA practices.

2. Prepare and submit quarterly report on all chamber activities within deadlines

- 2.1. Ensure contracts are communicated, assessed, awarded and properly managed;
- 2.2. Ensure that payments are processed timely and surplus is managed;
- 2.3. Verify all payment requisitions before submitting to the Executive Officer;
- 2.4. Reconcile all proof of payment against contract amount;
- 2.5. Prepare cancellation schedule and declare surpluses where applicable;
- 2.6. Prepare addenda to contract.

3. Support ETD processes within TETA

- 3.1. Participate in the policy review meetings;
- 3.2. Participate in the review of monitoring and verification procedures;
- 3.3. Assist with development of templates.

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4. Drive implementation of NSDS III in the subsector

- 4.1. Advise stakeholders on the implementation of NSDS III within their organisations;
- 4.2. Implement and monitor skills programmes and learnership registrations;
- 4.3. Give feedback on implementation of policies, procedures and NSD Strategies;
- 4.4. Coordinate occupational qualifications development activities.

5. Implement and manage all DG and SBDs contracts

- 5.1. Provide input into the development of the Sector Skills Plan;
- 5.2. Receive, assess and approve DG applications from organisations;
- 5.3. Develop and implement contracts;
- 5.4. Ensure monitoring and evaluation of contracts,
- 5.5. Ensure that reports are prepared within deadlines and are quality assured and supported by verifiable evidence.

6. Monitor and evaluate WSPs and ATRs

- 6.1. Ensure stakeholder support on applicable TETA systems;
- 6.2. Assess stakeholder WSP/ATR information on the system;
- 6.3. Make recommendations for approval.

7. Conduct SDF training


- 7.1. Prepare material for presentation;
- 7.2. Offer support to stakeholders during SDF training.

8. Chamber projects implementation and monitoring

- 8.1. Initiate ETD projects in the chamber (in consultation with the Executive officer);
- 8.2. Compile and report on chamber projects, activities and expenditure.

2. MINIMUM REQUIREMENTS

2.1 Experience and qualification

- M + 3 qualification in ETD/HRM/HRD or relevant qualification;
 - Minimum of 4 years' experience in the education, training and development sector, 2 years of which should be in aviation/aerospace environment;
 - Experience in an airline and MRO's;
 - Experience in SETA or transport sector environment preferable;
 - Experience in management of WSP and ATR;
 - Experience in planning learnership.
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2.2 Knowledge and skills

2.2.1 Knowledge and understanding of:

- Aviation environment;
- Project management knowledge;
- Contract management knowledge;
- Relationship management knowledge;
- National Skills Development Policy and Strategy knowledge;
- Education, training and Development legislations.

2.2.2 Skills

- Consultation and facilitation skills;
- Analytical, problem solving and critical thinking skills;
- Planning, monitoring and reporting skills;
- Presentation, communication and writing skills;
- Project management skills;
- Computer literacy.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Tuesday, 24 July 2018.

Should you not hear from us within 21 days of the closing date, kindly consider your application unsuccessful.

