Transport Education and Training Authority

Freight Handling Chamber

Executive Officer: Freight Handling Chamber (Permanent)

Durban

Package: Market Related

1. KEY PERFORMANCE AREAS

1. Provide Support to Stakeholders
   1.1. Attend to stakeholder queries and provide feedback;
   1.2. Maintain good working relationship with internal and external stakeholders;
   1.3. Communicate with all relevant stakeholders on TETA processes and criteria’s;
   1.4. Support promotional TETA campaigns in the Freight Handling subsector.

2. Manage Chamber Stakeholder Relationships, Communications and Capacity Building
   2.1. Develop and manage Chamber communication strategy implementation;
   2.2. Provide Chamber projects and activity information;
   2.3. Organise and facilitate subsector, provincial, partner and departmental relationships, liaison and networking;
   2.4. Promote, encourage and optimise levy-paying companies, provincial and industry participation in the Transport Sector Skills Plan;
   2.5. Identify and organise subsector skills development capacity-building needs and programmes;
   2.6. Organise and facilitate stakeholder information sharing sessions and workshops;
   2.7. Provide and/or facilitate stakeholder training strategy translation and action plans formulation support;
   2.8. Monitor and ensure stakeholder enquiries and issues resolution.

3. Manage Chamber Operational Plan and Budget
   3.1. Develop, implement and monitor chamber business plan and objectives;
   3.2. Facilitate Chamber budget development, approval and implementation;
   3.3. Monitor, authorise and report on Chamber expenditure accounts and budgets;
3.4. Provide annual budget review process input and recommendations,
3.5. Monitor Chamber commitment schedule.

4. Manage Chamber Operational Performance and Efficiencies
4.1. Monitor and ensure Chamber staff capacity and performance;
4.2. Monitor and report on Chamber risks and controls;
4.3. Contribute to, monitor and ensure policies, procedures and systems performance and compliance;
4.4. Manage Chamber operations and administrative processes;
4.5. Facilitate, contribute to and administer Chamber committee meetings and decisions implementation.

5. Manage Training Plans and Implementation Reports
5.1. Monitor and encourage subsector Workplace Skills Plans (WSP) and Annual Training Reports (ATR) submissions;
5.2. Monitor, organise and ensure Chamber WSP’s and ATR’s assessment and evaluation;
5.3. Prepare, submit and obtain WSP and ATR approval recommendations;
5.4. Advise on and monitor mandatory grant payments;
5.5. Monitor and ensure MIS updating.

6. Oversee Chamber Qualifications and Learning Programmes Development
6.1. Drive and influence subsector occupational qualifications development processes;
6.2. Drive and influence subsector Learnerships and skills programmes development and implementation.

7. Manage Chamber Skills Development Plans
7.1. Identify subsector/industry education and training needs;
7.2. Develop and manage Chamber skills development projects and activities plan implementation;
7.3. Advise ETQA on and ensure skills development projects and activities support;
7.4. Coordinate and ensure skills development projects and activities implantation verification and reporting;
7.5. Conduct, identify and implement Chamber skills development plan mid-year reviews and adjustments.
8. Manage Chamber Skills Development Funding and Discretionary Grants

8.1. Identify and communicate discretionary grant allocations and funding windows;
8.2. Manage discretionary grant applications evaluation and approval process;
8.3. Manage and monitor discretionary grant contracts implementation;
8.4. Monitor and ensure discretionary grant obligation and implementation plan development and management;
8.5. Monitor and approve discretionary grant claims submissions and contract deliverable quality assurance;
8.6. Recommend grant claim payments.

9. Support TETA Strategic Projects and Initiatives

9.1. Identify and recommend subsector/industry/other government strategic projects;
9.2. Evaluate, recommend and prepare contracts for strategic projects;
9.3. Manage and coordinate externally funded programmes;
9.4. Manage and coordinate provincial authorities and/or other SETAs linkage and participation;
9.5. Manage and monitor strategic projects implementation and administration.

10. Manage Chamber Reports

10.1. Compile financial and operational reports;
10.2. Submit and present Chamber operation, financial and administrative actions, initiatives and constraints reports.

11. Management Responsibility

11.1. Identify and monitor team and individual goals;
11.2. Manage staff time, attendance and leave according to policy;
11.3. Ensure completion of performance appraisal of staff on or before the due date;
11.4. Ensure Job profiles are updated and signed annually;
11.5. Ensure communication with department staff and following up department goals;
11.6. Ensure no repeat findings in the AG management report and implement corrective actions on existing findings;
11.7. Ensure no repeat findings in the internal audit report and implement corrective actions on existing findings.
12. Manage Personal and Staff Performance

12.1. Manage, monitor and check on performance agreements development and signature;
12.2. Manage, monitor and check on performance assessments and review implementation;
12.3. Manage, monitor and check on personal development plans submission, approval and implementation;
12.4. Monitor and check on employee capacity needs;
12.5. Identify and agree on team and individual goals.

2. MINIMUM REQUIREMENTS

2.1 Experience and Qualification

- Minimum Bachelor Degree in Education Training and Development or equivalent tertiary qualification;
- Minimum of 6 years’ experience in the Education Training and Development sector, 3 years of which should be at a management level;
- Experience in SETAs or Transport Sector environment will be advantageous;
- Experience in skills planning and funding, learnerships, and strategic stakeholder management;
- Experience in planning and executing of projects;
- Be prepared to travel and work overtime.

2.2 Knowledge and Skills

2.2.1 Knowledge and understanding of:

- Business administration;
- Information and reporting management;
- Project Management;
- Contract Management;
- Relationship Management;
- National Skills Development Policy and Strategy;
- Strategic planning and Budget management;
- Education, training and development;
- The following legislations - Skills Development Act, Skills Development Levies Act, National Skills Development Plan, Public Finance Management Act, National Treasury regulations, Quality Council for
2.2.2 Skills

- Analytical, problem solving and critical thinking skills;
- Consultation and relationship building skills;
- Planning, monitoring and reporting skills;
- Presentation, communication and report writing skills;
- Project management skills;
- Computer skills including MS Word, MS Excel, MS Outlook, MS Power Point.

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 Thursday, 22 April 2021.

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