



Safety and Security Sector Education and Training Authority (SASSETA) is a public entity, established in terms of Section 9(1) of the Skills Development Act of 1998, as amended

The following contract positions expiring on 31st March 2020 exist in the organisation:

1. RISK, STATUTORY REPORTING AND GOVERNANCE MANAGER

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R1 071 841 – R1 387 511

Reporting directly to the Chief Executive Officer, the incumbent shall be responsible for:

- Contributing to the development and achievement of the organisational Strategic Plan, Annual Performance Plan and related Operational Plans;
- Assisting the Accounting Authority in designing and implementing a Communication Strategy outlining Enterprise Risk Management, its policies, framework and methodology of SASSETA;
- Setting the standard operational procedures (SOP) in terms of leading/best practices with regard to Enterprise Risk Management and its' functions according to policy;
- Tracking, influencing, monitoring and reporting on all policies and procedures that are approved by the Accounting Authority and implemented for all functions within the SETA;
- Facilitating and coordinating Risk Assessments in SASSETA on an ongoing basis, including engagements with Internal audit and Accounting Authority, as a member of Combined Assurance;
- Overseeing and ensuring the implementation and monitoring of action plans to implement risk management and resolve incidents of non-compliance as necessary, in conjunction with management, legal services and provides same to internal and external audit for review on an ongoing basis;
- Participating in Committees that serve as advisory and/or oversight bodies for risk and compliance management as required;
- Reporting functionally to the Audit and Risk Committee regarding the status of Enterprise Risk Management, its behaviour and compliance posture on a quarterly basis;
- Reviewing and recommending Governance, Risk and Compliance documents to ARC for approval/recommendation;
- Governance, Compliance and Risk reporting to oversight bodies, such as Department of Higher Education and Training and National Treasury
- Ensuring consistency of risk management practices and reporting throughout the organisation to enable and maintain a consolidated company's risk profile;
- Providing the Audit and Risk Committee (ARC) with assurance that units throughout the organisation has appropriate risk management processes in place;
- Assisting management to discharge its responsibilities, any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process;
- Coordinating the development and implementation of the Business Continuity Plan including related Disaster Recovery Plans with ICT and relevant units and ensures its effectiveness and efficiency;
- Liaising with the internal audit function as and when necessary; and

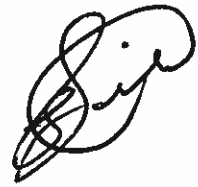
- Performing any other duty(ies) falling within the scope of work that may be assigned by the CEO or Chairperson of ARC from time to time.

JOB REQUIREMENTS

- BCom degree or equivalent and completed audit articles with emphasis on Risk, Governances and Compliance, Auditing, and/or Financial Accounting;
- Professional registration with an appropriate professional body such as IRMSA, SAICA, IRBA, SAIGA, IIA, ISACA is an added advantage;
- Valid certification on Risk Management from an accredited risk/governance or assurance institute
- Understanding of the SETAs' environment;
- A minimum of 5 years' experience in the internal / external audit and/or risk management environment, interacting at strategic and operational level is required;
- A minimum of 3 years at middle management level;
- A minimum of 3 years' experience in the public sector environment is preferred;
- Must have in-depth and demonstrable knowledge of at least 1 Risk Management software package; and
- Must be computer literate at an intermediate level.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Knowledge of the public sector legislative environment including the PFMA, Treasury Regulations, etc;
- Strong leadership, management and analytical skills;
- Effective leadership and management of multi-disciplinary teams;
- Excellent communication skills, both written and verbal, at an executive level;
- Strong interpersonal skills and ability to work as part of management team;
- Knowledge of legislation governing SA's transformation in education and training
- Ability to develop, implement and monitor policies, procedures and guidelines;
- Leadership and people management skills;
- Project management skills;
- Planning and organising skills;
- Problem solving and decision-making skills;
- Good presentation and facilitation skills;
- Calm, tenacious, respectful and persuasive; and
- Excellent facilitation and co-ordination skills.

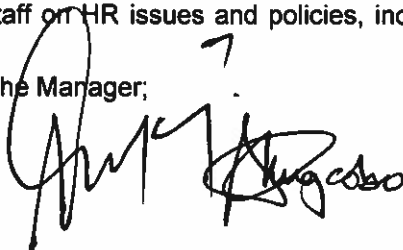



2. HUMAN RESOURCES PRACTITIONER (GENERALIST)

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R599 500 – R691 823

Reporting directly to the Human Resources Manager, the incumbent shall be responsible for:

- Coordinating the recruitment and selection process, including administration of appointment, transfers and exit process;
- Coordinating the induction process of new staff members;
- Advising management and staff on performance management processes and development matters;
- Ensuring that the HR policies and procedures are implemented and comply with regulations and legislation;
- Recommending employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation;
- Providing technical support to client departments on crafting and reviewing job profiles, job descriptions and job specifications;
- Coordinating all job evaluation processes and, where applicable, conduct in-house benchmarking of jobs;
- Providing advice to line managers and staff on HR issues and policies, including employee relations matters (grievances / disciplinary process);
- Preparing all HR Reports for approval by the Manager;



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- Assisting the HR Manager in carrying out SASSETA-wide process of organisation development that addresses issues such as succession planning, employee retention, organization design, and change management;
- Providing advice on SASSETA Employee Benefits and Compensation matters, including salary structuring;
- Conducting on-going HR research and best practices and provide the necessary recommendations;
- Taking the lead and working with other HR staff in completion of assigned projects, e.g. annual salary increases;
- Participating in developing and implementing the HR strategy and its subsequent annual reviews;
- Promoting Employee Wellness initiatives;
- Conducting *ad hoc* projects in other areas of human resources as directed by the HR Manager; and
- Performing general administration and project-related function as directed by the HR Manager.

JOB REQUIREMENTS

- An NQF 7 HR qualification;
- A minimum of 5 years HR experience;
- Must have a good understanding of relevant HR procedures, processes and prescripts
- Knowledge of SA Labour Legislation (BCEA, LRA, SDA, EEA, etc.);
- Knowledge of HR system/s; and
- Must be computer literate at an intermediate level

REQUIRED SKILLS AND ATTRIBUTES

- People's person with sound interpersonal skills;
- Sound communication skills (oral and written);
- Project management skills;
- Coordination Skills
- Effective problem solving skills
- Presentation skills
- Facilitation skills
- Negotiation skills
- Ability to prioritize and work under pressure;
- Planning & organising skills;
- Problem solving and decision-making skills;
- Ability to write comprehensive reports;
- Ability to pay attention to details; and
- Must be a good team player

3. HR ADMINISTRATORS (2 POSITIONS)

ALL INCLUSIVE ANNUAL REMUNERATION PACKAGE (TCTC): R276 692 – R325 937

Reporting directly to the Human Resources Manager, the incumbents shall be responsible for:

- Providing administration support during the recruitment and selection process;
- Providing administration support during performance management process;
- Ensuring that all HR documents due for signing are circulated to the relevant signatories;
- Managing the HR correspondence register;
- Acknowledging correspondence received by the HR Department and bringing it to the attention of the addressee;
- Providing all kinds of administration and/or logistical support within the department as required from time to time;
- Processing invoices for HR Department Service providers;
- Processing staff funeral claims;
- Coordinating staff wellness events, like wellness days;
- Managing leave records (physically and electronically);
- Developing and managing proper filing of HR Documents;
- Taking minutes and providing other secretarial services to HR Committees;

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- Coordinating terminations of employment contracts; and
- Performing any other duty(ies) that may be delegated by the Manager from time to time

JOB REQUIREMENTS

- A minimum of HR Qualification at NQF Level 5 (National Certificate) is required.
- A minimum of 2 years' relevant experience in HR environment is required.
- Must be computer literate at an intermediate level.

COMPETENCIES, KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED

- Planning and organising skills;
- Minutes taking skills;
- Ability to prioritize tasks and work under pressure;
- Must be a team player;
- Must be details-oriented;
- Must have good interpersonal skills;
- Records keeping and information storage skills;
- Good communications skills (oral and written);
- Report writing skills;
- Problem solving and decision-making skills;
- Analytical and problem-solving skills;
- Must be deadlines-driven; and
- Computer literacy.

PLACE OF WORK

SASSETA Office, Riverview Office Park, Janadel Avenue (off Bekker Road), Halfway Gardens, MIDRAND.

Submit your application, together with **certified copies of all your qualifications including ID Copy**, using one of the following options:

- **Email:** sassetahr@sasseta.org.za
- **Post to:** P O Box 7612, Halfway House, 1685
- **Hand Delivery:** Place of work appearing above



Closing Date for Applications: 16 January 2019

Successful candidates will be required to sign the employment contracts and performance contracts.

Only short listed candidates will be contacted. Should you not hear from us after four weeks from the closing date, assume that your application was unsuccessful.

PLEASE NOTE: Applications from unsuccessful candidates will not be retained.

NB: SASSETA reserves the right not to make an appointment.

 19/12/2018
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