

EMPLOYMENT OPPORTUNITY

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSSTRATPROJMAN102023
Job Title:	Manager: Strategic Projects
Reporting Line:	Chief Executive Officer
Full-time/Part-time/Contract:	Full-time position – Gauteng Based

Remuneration: R 965 609,33 – R 1 158 731,21CTC per annum

The purpose of the role:

The **Manager: Strategic Projects** reports directly to the CEO. The Manager: Strategic Projects provides innovative leadership, strategic management and support in the development and implementation of multifunctional projects of the BANKSETA that support Government-wide strategies and contribute to the strategic objectives of the organization.

Main Responsibilities:

Strategic Projects Management

- Conceptualisation and implementation of the strategic projects' strategy for the organisation.
- Develop and review of strategic project policies, processes and procedures.
- Develop relevant project management frameworks, systems and optimize delivery of strategic projects to meet NSDP targets.
- Provide oversight and professional support in the implementation of strategic and rollover projects.
- Ensure successful implementation and monitoring of strategic projects.
- Identify and support integration of BANKSETA projects to high level government service delivery initiatives.
- Planning, design and implement strategic projects in line with established processes and procedures.
- Manage the flow and quality of performance information submitted.
- Ensure maintenance of relevant records and information
- Report on all aspects of strategic projects delivery.

Governance, Risk and Compliance

- Provide input into the strategic projects risk register in consultation with the other units.
- Ensure efficient project governance processes and reporting.
- Ensure and enforce compliance with all statutory provisions/mandate relevant to BANKSETA.
- Support and provide evidence to all internal and external audit requirements.

BANKSETA Gauteng (Head Office)

Building C2, Eco Origin Office Park
349 Witch-Hazel Avenue
Eco-Park Estate, Highveld
Centurion

BANKSETA Free State Office

Motheo TVET College Central Office
c/o Georges & Aliwal Streets
Bloemfontein

BANKSETA Eastern Cape Office

Waverley Office Park, Phase 4
Building 3-33, Phillip Frame Road
Chiselhurst
East London

BANKSETA Limpopo Office

Stand 3200, Platinum Park
Extension 68, Bendor
Polokwane

- Undertake monitoring to review implementation progress and risk.
- Oversee the maintenance and enforcement of all related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence to all relevant laws, policies and Standard Operating Procedures throughout the organisation.
- Ensure timeous submission of management reports.

Financial Management

- Develop and manage strategic project budgeting and costing.
- Ensure expenditure is in line with budget requirements.
- Ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE).

Partnership Development, Stakeholder Liaison and Relations

- Conceptualise and develop frameworks for collaboration.
- Identify platforms for engaging stakeholder and partners.
- Manage strategic partnerships with key stakeholders participating in projects of the BANKSETA.
- Maintain effective networks, enhance relationships and advocacy on behalf of BANKSETA with key stakeholders, regulators etc.
- Representation of the organisation in relevant structures and forums.

Competencies:

Values

- Respect
- Innovative
- Stakeholder Focus
- Professionalism
- Diversity
- Integrity
- Teamwork

Functional/Technical

- Strategic Capability and leadership skills
- Ability to collaborate effectively with a variety of stakeholders.
- Financial Management & project budgeting.
- Project Management
- Report Writing
- Presentation
- Communication (Verbal and Written)

- Transformation and Change Management
- Risk Management

Behavioural

- Proactive, engaged and a self-starter.
- Planning and Organizing
- Decision making
- Problem solving and analysis.
- Interpersonal relations
- Stress tolerance and works well under pressure.
- Deadlines driven.
- Networking
- Excellent prioritization and time management skills.
- Ability to work both independently and as part of a team.
- Attentive to detail and accuracy

Knowledge and Skills Required:

- Technical proficiency in initiating, monitoring, and evaluating of projects.
- Experience in development of application guidelines evaluation criteria and instruments
- experience in project assessment and due diligence assessment
- Understanding of the project lifecycle, monitoring, and evaluation
- Understanding of the socio-economic conditions in the country and associated Government strategies to address these.
- Demonstrated ability to lead diagnostic and analytic work in project conceptualisation, partner identification and implementation.
- All legislative and regulatory frameworks and requirements in a Skills Development environment (PFMA; Skills Development Act; Skills Development Levies Act, National Skills Development Plan)
- Stakeholder relationship management
- Proficiency with Microsoft Office suite (Word, PowerPoint and Excel).
- Required to work extensive hours.
- Required to meet tight deadlines.
- Undertake any reasonable duties as required by the CEO.
- Required to travel.
- Valid driver's license.

Required Qualification:

- Bachelor's degree in business/finance/management sciences/education/social science/development or equivalent

- A post graduate qualification in project management will be an added advantage.

Required Experience:

- Minimum of 5 years relevant working experience in project management
- Candidates that have experience in initiating, monitoring, and evaluating skills development projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage.

Closing date for applications: **23 October 2023 at 16h30.**

Please direct all applications (CV's and qualifications included) to:
stratprojman@bankseta.org.za **with reference number BSSTRATPROJMAN102023**

Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETA's Employment Equity Plan. White, coloured and Indian candidates are encouraged to apply.