



The Services Sector Education and Training Authority (SSETA), a statutory body established in terms of the Skills Development Act, 1998 (Act 97 of 1998), is a schedule 3 A public entity in terms of the Public Finance Management Act. Its mandate includes:

- Developing and implementing a sector skills plan
- Promoting learning programmes
- Registering learning programme agreements
- Serving as an Education and Training Quality Authority
- Collecting and disbursing skills development levies
- Liaising with the National Skills Authority
- Reporting to the Director-General of the Department of Higher Education and Training on its activities.

The Services SETA would like to appoint the following executive on a **fixed-term employment contract up to 31 March 2025**.

<b>JOB INFORMATION SUMMARY</b>	
<b>JOB TITLE</b>	Chief Executive Officer: Services SETA
<b>JOB LEVEL</b>	Executive Management Grade
<b>REPORTS TO</b>	Chairperson of the Accounting Authority (Board) of the Services SETA
<b>REMUNERATION (TCTC per annum)</b>	As per clause 7 of the Regulations for the Conditions of Service and Appointment the CEO of SETAs

<b>LOCATION</b>	Services SETA Head Office, Parktown (Gauteng)
<b>Key Job Purpose:</b>	
<p>The <b>Chief Executive Officer</b> is responsible and accountable for all aspects of the Services SETA's corporate management, core business delivery, financial management and reporting.</p>	
<b>QUALIFICATIONS</b>	A post-graduate qualification at an NQF 8 level in one of the following fields: business management, accounting, finance, public administration, law or education.
<b>EXPERIENCE</b>	At least a total of 10 years' management experience, 5 of which should be at the senior management level.
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of the PFMA</li> <li>• Sound understanding of the core business of a SETA</li> <li>• Sound knowledge and understanding of the skills development legislation</li> <li>• Knowledge of corporate management and governance</li> <li>• Sound understanding of the South African post-school education and training sector</li> <li>• Excellent analytical skills</li> <li>• Highly developed communications skills</li> <li>• Good interpersonal skills</li> </ul>
<b>DUTIES AND RESPONSIBILITIES</b>	
<p>In terms of duties and responsibilities, the CEO must:</p> <ul style="list-style-type: none"> <li>• Ensure the development and implementation of the organisation's overall strategic plan and budgets as prescribed by the Department of Higher Education and Training and National Treasury</li> </ul>	

- Ensure the development of and adherence to the Services SETA's corporate management, core business delivery, financial management and reporting policies, processes, systems and procedures
- Oversee the development of the business plans and budgets of the corporate management, core business and financial management divisions
- Ensure sound corporate management in the organisation, including with respect to Office of the Chief Executive Officer, Planning, Operations, Corporate Services and Finance functions
- Ensure that the organisation's core business is implemented in line with applicable protocols and policies as set out by SAQA and/or the QCTO; and relevant legislation and regulations
- Ensure the development of the relevant controls to ensure that the Services SETA's financial resources and assets are managed with integrity and in line with the PFMA
- Ensure that the Services SETA is adequately shielded from or effectively manages risk
- Ensure the organisation's compliance with relevant legislation and monitor legislative and regulatory developments pertaining to it
- Ensure the development and implementation of a Supply Chain Management system consistent with legislative and other good governance arrangements
- Ensure the Services SETA's fulfilment of grant disbursement in terms of applicable laws and regulations
- Ensure that Services SETA-funded projects are implemented efficiently and effectively
- Ensure sound relations with the Services SETA's stakeholders, particularly with respect to the organisation's operations
- Oversee performance management and the development of all Services SETA staff
- Ensure the Services SETA's compliance with all its policy, legislative, regulatory and reporting obligations
- Ensure that the responsibilities as delegated by the AA are carried out efficiently.

**PLEASE NOTE:**

**The closing date for all application is 22 March 2024.**

**Enquiries may be directed to Mr Phillip Kwampe, Board Secretariat of the Services SETA, at 066 252 9990, between 08h00 and 16h00.**

**All applications must be e-mailed to [ceorecruitment@serviceseta.org.za](mailto:ceorecruitment@serviceseta.org.za)**

**Applications sent via any other means will not be accepted.**

**This is a fixed term position until the 31st of March 2025, which coincides with the term of office of the current Accounting Authority.**

**All short-listed candidates will be subjected to security vetting.**

**Candidates will be asked to undergo professional competency assessments.**

**The successful applicant will be required to disclose his/her financial interests.**

**The Services SETA is a listed public entity and all appointments are made in line with employment equity legislation and practices.**

**The Services SETA reserves the right not to make the appointment. If you do not hear from the Services SETA within three months of the closing date, please consider your application unsuccessful.**

---