

GENERAL MANAGER: TASEZ TRAINING ACADEMY DIVISION (5-YEARS FIXED TERM CONTRACT)

PURPOSE OF THE JOB: To provide strategic and operational management guidance to spearhead the plans and execution of the TASEZ Training Academy's establishment. To oversee the development and delivery of training programs within an organization. This role involves coordinating with various departments, evaluating training needs, and ensuring the academy's programs are of high quality and deliver measurable results.

KEY RESPONSIBILITIES

Strategy and Planning Management: Provide visionary leadership and strategic direction to achieve the academy's mission and goals; Lead the development, management, and execution of the function strategy and provide input into the overall strategy, policy, and decision-making direction of the TASEZ Academy; Develop strategic initiatives to enhance the academy's role and impact within the organization; Oversee administrative tasks related to training programs, including record-keeping and reporting; Develop monitoring and evaluation plans for the TASEZ Academy in line with the relevant frameworks and best practices; Set and drive comprehensive goals and objectives for performance and growth to support TASEZ's strategy and objectives; Act as a liaison between the academy and other departments to ensure alignment and support for training initiatives; Ensure training programs comply with relevant regulations, standards, and organizational policies; Stay updated on industry trends, best practices, and advancements in training and development; Prepare and present reports on training outcomes, program effectiveness, and return on investment; Make recommendations for improvements based on evaluation data. **Programme Development and ETQA Management:** Develop, implement, and manage training programs and curricula that align with organizational goals and needs; Oversee the creation of training materials, including manuals, e-learning modules, and multimedia content; Evaluate and update existing programs to ensure relevance and effectiveness; Conduct needs assessments to identify skill gaps and training requirements across different departments; Manage the compilation of quality research reports for submission to relevant stakeholders to inform decision-making; Manage and monitor the development of relevant competency models; Oversee the development, implementation, and evaluation of trade skills programs, ensuring they meet industry standards and needs; Establish, source, develop and implement professional training programs; Monitor and manage accreditation and registration of programs; Monitor the quality and effectiveness of programs; Deliver on the Annual Learning and Development (L&D) strategy; Plan and implement L&D; Support and function as advisor to HR, employees, and line management on all people development solutions; Leverage technology to



create and manage an integrated digitised learning ecosystem, incorporating e-learning, mobile learning, and other digital tools. **Training Development and Management:** Develop annual training plans and budgets; Deliver training sessions and workshops, both in-person and online; Recruit, train, and manage a team of trainers and facilitators; Ensure training delivery is engaging and effective, utilizing various instructional methods; Monitor and assess the effectiveness of training programs through feedback, evaluations, and performance metrics; Establish clear policies and procedures to deliver effective programs; Monitor and manage delivery against objectives and manage performance; Provide oversight and management reporting. **Governance, Risk & Compliance:** Prepare and present reports for submission to the Board/Exco committees and other stakeholders; Facilitate and oversee the development and monitoring of policies, standard operating procedures, systems, and controls; Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements; Monitor adherence to these requirements, ensure compliance, and implement required changes in operating procedures; Coordination and maintenance of relevant risk management in line with the requirements; **Financial Management:** Fundraising for the Academy for all Skills Development Funders; Develop and obtain approval for the Academy budget in line with set guidelines and available funds; Manage the Academy budget and ensure expenditure is approved and in line with the budget; Implement and monitor financial controls and ensure procurement processes are followed in compliance with legislation e.g. (PFMA, PPFA, and BBBEE); Maximise revenue and reduce expenditure through effective cost-control measures; **Stakeholder Management:** Maintain knowledge of new methods and techniques for training, and training requirements applicable to the organization and/or industry; Identify problems and opportunities such as operational changes or industry developments that training could improve; Research new training supplies and materials that can enhance the organization's training procedures while providing value to employees; Cultivate strategic partnerships and collaborations with relevant institutions and stakeholders; Provide advocacy on matters related to Learning and Development to empower stakeholders to make informed decisions; Attend industry-related forums, conferences, and workshops to network and gain industry insight for business improvement or investment.

COMPETENCIES/KNOWLEDGE

- Deep understanding of the National Qualifications Framework, QCTO, its associated frameworks, and the relevant SETA's.
- Experience and understanding of managing PSET programs at GET, FET, and HET bandwidth.
- Deep understanding of all relevant legislation and frameworks applicable to training.
- Proven experience and understanding of developing proposals for submission to Skills Development undoing fundraising strategies, training management processes and systems.

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QUALIFICATIONS

- Postgraduate/Honours Degree/Diploma in ETD/Education/Business Administration/Human Resources field at NQF Level 8, is a must.
- Project Management Certification, MS Advanced Package, or equivalent is required.
- A minimum of 8 years' experience in a ETQA environment of which 10 years should be at a senior management level.
- Master's degree in education / ETD, Business/Public Administration/Human Resources, or related will be an added advantage.

REQUIRED SKILLS

Strategic management	Financial management
Operational management	Communication and Interpersonal skills
Programme management	Negotiation and Presentation
Curriculum development	Performance monitoring and management
Plan, Lead, Organise, Control (PLOC)	Business development
Stakeholder management	People management
Fund raising	Conflict handling

ATTRIBUTES

- May involve extended hours or occasional weekends depending on training schedules.
- Strategic thinker with strong problem-solving skills.
- Ability to motivate and inspire others.
- Detail-oriented with strong organizational skills.
- Adaptability to change and a proactive approach to learning
- Leadership
- Decision-making
- Delegation
- Confidentiality
- Integrity
- Innovation
- Accountability

WORK EXPERIENCE

- Minimum of 5 years' experience in academic or a similar environment.
- Knowledge and experience in the Automotive/Transport/ETDP/Built Environment industry is a must.
- Minimum 7 years' experience at middle management level in the Private Sector or Public Service or similar environment.

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- 3 years of Project Management within the Skills Development Environment.
- Experience in Managing Learnerships, Apprenticeships, Internships, and Skills Programs is essential.
- Business Development experience is an advantage

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za.

CLOSING DATE: The closing date for applications **22 October 2024**. Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

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