## RE-ADVERTISEMENT: PROJECT MANAGER: TASEZ TRAINING ACADEMY DIVISION
## GRADE: D3

### PURPOSE OF THE JOB

Oversee and coordinate various projects related to the Academy's operations and educational programs. Responsible for improving efficiency and drive TASEZ Training Academy sustainability while providing support to the General Manager in the Academy. This role involves strategic planning, defining project objectives, managing resources, and ensuring that projects are completed on time and within budget.

### KEY RESPONSIBILITIES

**Management of the Function:** Manage Project development and implementation as the PMBOK Requirements; Project managing all learner ships, learner records, certification; Preparation for site visits – Seta external verifications; Manage and develop client relationships and manage customer satisfaction; Plan and direct activities of the Operations team in line with the project plan; Direct and coordinate the allocation of resources within the operations teams as per the project milestones and deadlines; Manage the performance of the divisional staff in line with the People Development Policy; Ensure effective implementation of current Policies and procedures and labour legislation; Represent the organization at client meetings, presentations and workshops; Ensure the implementation of academic policy, quality Teaching-Learning; To oversee the role played by Programme Coordinators and Lecturers in this regard; Monitoring and reviewing implementation to ensure that programmes are result-driven; Manage programme operational activities and delivery; Provide input into budgets and monitor and control expenses within budget constraints; Develop and implement appropriate policies and processes for effective and efficient delivery; Ensure appropriate staffing of the function and manage employees; Develop and maintain funding proposals; Update and feedback on regular project information. **Programme and Project Management:** Perform programme and project planning and initiation, including scope, plans, resources and stakeholder engagement; Develop and manage resource plans including resource allocation, budget and team coordination; Contribute to programme delivery and development in conjunction with the Manager ETQA from curriculum development and delivery through to quality assurance; Monitor and track programmes and projects from a time, scope and quality perspective; Identify, report on and facilitate the resolution of risks and issues. **Service Provider Management:** Contribute to the identification and onboarding of service providers; Ensure contracts are in place with service providers and the scope of the contracts meets the requirements; Develop stakeholder relationships with suppliers and ensure a constant

flow of communication; Monitor the performance of suppliers and address any delivery issues that may arise; Perform budget and payment oversight in line with the contract and delivery schedule. **Stakeholder Management:** Identify, implement and manage effective modes to market TASEZ Training Academy; Establish and maintain strong relationships with key players, such as Government and regulatory bodies, NGOs, Private Sector, Institutions of Higher learning etc.; Foster positive relationships with internal and external stakeholders; Maintain strong communication with stakeholders, funders, and clients; Visits to stakeholders, funders, and clients; Maintain relationships in terms of the SLA and company policy. **Reporting;** Prepare a management information dashboard to provide an overall view of the health and status of programmes and projects; Prepare programme and project status reporting, such as reporting on project milestones, tracking against budget, delivery, risks and issues, etc.; Developing, implementing and reviewing the Quality Management System; Develop and update training material; Constituent Assessor and Moderator; Develop implementation and training plans for different projects; Execute project scoping and management in line with the agreed deliverables by creating project implementation plans; Deal with different Seta accreditations; Mentor and coach facilitators and assessors; Do quality assurance and project management of all training programmes. **Marketing and Funding:** Develop proposals and feasibility studies on various potential projects in conjunction with other internal stakeholders; Conduct research and benchmarking to enhance TASEZ Training Academy's continuous improvement, growth and sustainability; Assist with potential client identification and engagement; Represent and promote TASEZ Academy objectives at relevant committees, stakeholder workshops and forums, legislative structures, etc.

## COMPETENCIES/KNOWLEDGE

- Skills Development Act
- Knowledge of Skills Development Landscape
- Training and development
- Project management methodology and approaches
- Finance Management
- Quality management
- Understanding Policies and Procedures
- SETA processes
- Business Acumen

## QUALIFICATIONS

- Appropriate tertiary degree in Project Management, ETD, HRD, IT or relevant Social Studies
- Post-graduate qualification in Project Management would be an advantage.
- Project management experience and / or qualification/certification is a must.

## REQUIRED SKILLS

| Project Management | Interpersonal |
|---|---|
| Business Communication | Negotiation |
| Problem-Solving | Conflict resolution |
| Management reporting | Presentation skills |
| Decision Making | Coaching and mentoring |

## ATTRIBUTES

- PMBOK based
- Project Management analytical thinking
- Problem-solving
- Attention to detail
- Communication
- Collaboration
- Conflict resolution
- Integrity

## WORK EXPERIENCE

- Minimum of 5 years' experience in ETD/ academic and project management environment
- Proven experience in Education and Training environment/institution
- Strong leadership experience in managing learnerships, apprenticeships, internships, skills programmes and related data capturing / learner management systems.

## APPLICATION PROCESS

Qualifying candidate s can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to recruitment@tasez.co.za. Applicants who had previously applied are encouraged to apply again.

**CLOSING DATE :** The closing date for applications **09 September 2025.** 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