

MANAGER: SKILLS PLANNING AND RESEARCH

Salary: R 411 755,76

Please Note: This is a Temporary Position for Four (4) Months

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Manager: Skills Planning and Research on a Temporary basis for Four (4) Months. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To promote integration and coordination of needs-based training in the public service through the development of a Sector Skills Plan (SSP) and Workplace Skills Plans (WSPs) to monitor, evaluate and report on implementation against these plans and to manage and coordinate research within PSETA.

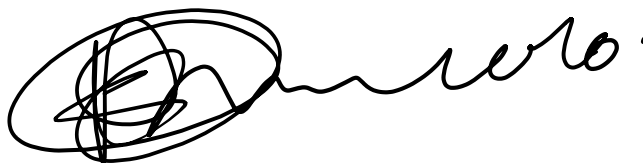
Duties and responsibilities:

- Develop the SSP consistent with the official scope of coverage of the PSETA and review and update the SSP annually.
- Manage and lead the development and implementation of the PSETA Research Agenda and programme by developing innovative research approaches, activities and methodologies.
- Leading all aspects of qualitative and quantitative research including study design and tool development to identify and manage research projects that enhance skills development in the sector.
- Manage and monitor the development and evaluation of Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs) in the Public Service Sector, to facilitate how organisations will address skills development and training requirements within the working environment.
- Manage the analysis process and produce reports on received WSPs and ATRs.
- Identify, manage and maintain mutual partnerships with Universities, TVET Colleges, SETAs and PSETA employer constituencies.

- Facilitate and maintain partnerships with other SETAs that incorporate government departments to monitor the implementation of WSPs and the SSPs.
- Liaise with Skills Planning stakeholders of the PSETA.
- Manage the Skills Planning and Research Department.
- Manage, lead and direct the staff in the Department.
- Develop departmental plans and budgets.
- Manage and monitor the financial resources, risks and other resources relating to the Skills Planning and Research Department in the PSETA.
- Develop and update departmental policies and procedures.
- Manage and implement the Skills Planning activities.
- Ensure compliance with all relevant legislative and regulatory frameworks.
- In addition to these typical duties, may perform other duties as assigned and required.

Requirements:

- Bachelor's degree in Human Resources, Education, Social Sciences, Management or Business Administration (NQF 7) qualification.
- A postgraduate qualification in Human Resources, Education, Social Sciences, Management or Business Administration (NQF 8) will serve as an advantage.
- Minimum experience of five (5) years in a skills development/planning and research environment at supervisory or management level including skills planning related functions and relevant legislation.
- Good understanding of research methods and approach
- Ability to lead, plan and manage change.
- Passionate, or the willingness to become immersed in work.
- Initiative and strong organisational skills.
- Strong time management and negotiation skills.
- The ability to set priorities.
- Excellent written and verbal communication skills.



20 March 2026