



The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province through the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the below vacant positions:

General Manager: Technical Training Operations (Permanent Position)

Location: Mrtt Emalahleni Training Centre

Remuneration: Minimum R1 163 346; Medium R1 346 698; Maximum R1 650 914

Minimum Requirements: • Postgraduate Qualification in Commerce and Business Administration • Minimum of 10 years' general management experience, of which 5 years should have been in a Construction, Manufacturing and Engineering industry or Institutional Training • Project Management will be an added advantage • Valid driver's license • Must have own transport. **Key Performance Areas:** • Drive the strategy initiative of Technical Training Operations, Training and Development including Overseeing Special Projects • Achieve Annual Performance Targets for Technical Training Operations • Achieve Financial Targets for Technical Training Operations, Sales, Marketing in line with the Memorandum Of Understanding agreed upon and the Performance Plans • Coordinate and oversee Sub-programme Operations for Technical Training Operations • Install good governance within Technical Training Operations in relation to Corporate Governance as amended from time to time Manage the finances of the entity in line with the PFMA • Submission of management report to all stakeholders.

Skills Development Manager: Mpumalanga Innovation and Skills Hub (3-year fixed-term contract position)

Location: Emalahleni

Remuneration: Minimum R825 332; Medium R954 584; Maximum R1 167 007

Minimum Requirements: • B Degree in Industrial Psychology and/or Public Management or Public Administration • ODET or SDF Qualification will add as advantage • Valid Drivers' License • Must have own car • Minimum of 10 years' general management experience, of which 5 years should have been in HR and Skills Development • Skills Development facilitation experience • Experience in working with SETAs. **Key Performance Areas:** • Policy development and implementation of the Mpumalanga Innovation Skills Hub • Budgeting and reporting • Project management • Effectively manage the daily running of the Skills Hub • Controlling and monitoring of the entity's training programmes • Stakeholder management • Implementation of Fundraising Plans for the Skills Hub • Alignment of Skills Hub programmes with the Mpumalanga Strategic Objectives • Effective Marketing of the Skills Hub.

Chief Risk Officer

(12-month fixed-term Contract Position)

Location: MRTT Head Office – Emalahleni

Monthly Total Remuneration Package: R25 779.60

Minimum Requirements: • National Senior Certificate (Grade 12) • Bachelor's degree in Accounting, Auditing and Risk Management or Finance degree qualification • Must have at least 5 years in Risk Management or auditing • Proficient in all Microsoft applications • Valid Driver's license and own transport • Good understanding of relevant legislations (PFMA, GRAB 17; OHS Act). **Key Performance Areas:** • Identifies potential threats to the financial stability of the entity • Detects potential threats to operational efficiency including underperforming resources, personnel liabilities, property inefficiencies, and safety risks • Recognises potential threats to the entity's reputation including marketing missteps • Prepares and maintains internal and external data gathering for risk analysis and reporting • Designs and implements methods for avoiding potential threats using available risk metric software and personal knowledge of the industry • Oversees all audits of accounting practices, safety measures, and compliance reports • Conducts regular risk assessments either through a team of risk management experts or personally on site • Manages and prepares all documentation related to risk assessments and reviews of standard operating procedures.

Occupational Health and Safety Officer

12-month fixed-term contract position

Location: MRTT - Emalahleni Training Centre

Monthly Total Remuneration Package: R25 779.60

Minimum Requirements: • National Senior Certificate (Grade 12) • A National Diploma in Safety Management or Occupational Health Safety Qualification (SAMTRAC) • Registration as Occupational Health and Safety Officer • Proficient in all Microsoft applications • Valid Driver's license and own transport • Minimum 3 years proven working experience as Occupational Health and Safety Officer • Good understanding of relevant legislations (COIDA, OHS Act; LRA). **Key Performance Areas:** • To compile safety plans • Practice safe working ethics • Implement and maintain health and safety standards • Establish a cordial and professional relationship with employees • Maintain compliance of all safety regulations • Actively participate in the OHS committee meetings to share best practice techniques • Standardise health and safety in order to remain consistent • Identify hazardous waste and disposal of it correctly • Promote safety initiatives. Assessing risk and possible safety hazards of all aspects of operations • Compile and maintain relevant registers to ensure compliance • Compile inspection reports and present them to relevant safety committees • Administer and manage IOU cases.

Professional Cookery (Chef Internship) (3 Posts)

Kanyamazane Hospitality And Tourism Academy (HTA)

12-month Internship Programme

Location: Nanyamazane MRTT Hotel – Mbombela

Stipend: R5 500.00

Minimum requirements: • Grade 10 • Qualification in Professional Cookery Certificate (SAQA aligned). **Skills needed:** • Good communication skills in English • Microsoft Office • Practice safe working ethics • Report writing • Organising and Planning skills • Knowledge of basic food production and cooking methods • Interpersonal skills • Team player. **Roles and Responsibilities:** • Assist with preparing of Mise-en-Place • Ensuring that food is produced in a timely and efficient manner • Maintaining high standards of food quality and service • High level of food presentation • Ensure compliance with Occupational Health and Safety Regulations in designated areas and specifically at the kitchen.

Housekeepers Interns (3 Posts)

Kanyamazane Hospitality And Tourism Academy (HTA)

12-month Internship Programme

Location: Nanyamazane MRTT Hotel – Mbombela

Stipend: R5 500.00

Minimum Requirements: Grade 10 • Accommodation service certificate or Hotel Housekeeping Course or Hygiene and Cleaning Certificate. **Skills needed:** • Good communication skills in English • Friendly, honest, outgoing nature and fair • Should enjoy working with people and be flexible • Practice safe working ethics. **Roles and Responsibilities:** • Cleans all guest rooms, public and staff areas, and ensure the highest standard of sanitation, safety and comfort of the guest • Promote a clean and neat appearance at all times in his/her dress and working area • Able to work shifts.

Applications must be submitted on the Prescribed Application form for employment, obtainable from MRTT website which is www.trtrust.co.za A recently updated, comprehensive CV as well as recently certified copies of all qualification including a Senior Certificate and ID-document and Driver's license should accompany the fully completed and signed form.

Failure to submit all the requested documents as well as applications received late will result in the application not being considered.

Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, an evaluation certificate must accompany it from the South African Qualification Authority (SAQA).

Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

All shortlisted candidates for Senior Management posts will be subjected to a technical competency exercise and generic managerial competencies using the mandated DPSA competency assessment tools that intends to test relevant technical elements of the job. The logistics of which, will be communicated by the entity.

Successful candidates will be appointed on a probation period of 6 (six) months. The successful candidate will be expected to sign a performance agreement.

If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was unsuccessful.

Applications to: The General Manager Corporate Service or hand delivered to Private Bag 7288 Suit No. 08 Bureau de Paul Emalahleni Corridor Crescent 1035 Route N4 Business Park Ben Fleur Ext 11 Emalahleni, 1035

E-mail: recruitment@trtrust.co.za

Enquiries: Mr. SN Mabena, tel. (013) 656-0931 or (013) 656-0875

Closing date: 18 June 2021

MRTT does not accept applications via fax. Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer, women and people living with disabilities are encouraged to apply. The entity reserves the right not to make any appointment to the above post.