



INTERNAL AND EXTERNAL ADVERTISEMENT

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 via 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 (EMALAHLENI TRAINING CENTRE) *Five Years Fixed Term Contract*

Remuneration: *Minimum R 1 163 346 Median R 1 346 698 Maximum R 1 650 914*

A minimum appropriate Bachelor's degree at NQF 7 in Engineering Studies/ Construction or relevant qualification in the field of Training and Development or equivalent* Postgraduate qualification in Training and Development* Commerce or Business Administration will be an added advantage* Minimum of 10 years' general management experience, of which 5 years should have been in a Construction, Manufacturing and Engineering industry or institutional training* Extensive experience in working with multiple complex and systems environment* Valid driver's license* Must have own transport.

Key performance areas:

- * Develop training Strategy, policies and procedures
- * Develop evaluation criteria for both students and practitioners
- Ensure that all training programmes are accredited and meet SETA requirements
- * Ensure compliance with relevant legislations governing skills training
- * Oversee the implementation of Provincial and Local Government initiatives and rural development programmes pertaining to institutional training
- * Achieve Annual Performance Targets for Technical Training Operations
- * Implement the Comprehensive Rural Development Programme and ensure skills transfer
- * Provide accredited construction and engineering skills training to identified learners and workplace training, coaching and mentoring of learners enrolled in the production unit through institutional training.

**1. GENERAL MANAGER: HOTEL AND TOURISM ACADEMY
(NELSPRUIT - KANYAMAZANE) Five Years Fixed Term Contract**

Remuneration: Minimum R 1 163 346 Median R 1 346 698 Maximum R 1 650 914

Minimum Requirements: *A minimum appropriate Bachelor's Degree at NQF Level 7 in Public Management /Administration or equivalent *Postgraduate Qualification in Commerce and Business Administration* Minimum 10 years General Management Experience, 5 years of which should have been in training and Development* Extensive experience in working with multiple complex and systems environment* Valid driver's license* Must have own transport. **Key performance areas:** Maximize the organization's ability to achieve its strategic goals with a focus on enabling professionals, achievements focused organization* Provide strong leadership and management to the Corporate Service Group* Lead and promote a strong internal service culture, ensuring service delivery approach that is responsive to the operational and strategic needs of the organization* Build a sustainable positive workforce environment and culture* Lead the successful delivery of Corporate Service Group strategic and operational plans and business plans

**2. HUMAN RESOURCES MANAGER: MRTT HEAD OFFICE
(EMALAHLENI TRAINING CENTRE) PERMANENT**

Remuneration: Minimum R825 584.00, Median: R 954 585 Maximum R1 167 0007.00

Minimum Requirements* minimum appropriate Bachelor's Degree in Human Resource Management at NQF Level 7 and Public Management /Administration or equivalent *Post Graduate Degree in Human Resource Management and Diploma in Labour Law will be an added advantage *At least five (5) years in Human Resources management experience as a generalist, three (3) years of which should in the Management of employees within the Human Resources Sub-Programme /Department* Valid driver's license*Must have own transport* **Key performance areas:***Develop, implement and achieve Human Resources strategy initiative of MRTT in line with the Annual Performance Targets*Manage MRTT's Organizational Structure as well as the Manpower*Manage recruitment, selection, placement and induction employees of MRTT*Manage the Sub-Programme/ Department Budget and ensure compliance to legislative frameworks* Facilitate the implementation of performance Management and Development System* Manage the administration of the Pension Fund and Employee records* Manage Labour and Employee Relations.

**3. PERFORMANCE INFORMATION AND PLANNING
MANAGER (PERMANENT)**

Remuneration: Minimum R825 332.00 Median: R954 584 Maximum R1 167 007

Minimum Requirements*Bachelor's Degree in Business Administration or any other relevant qualification at NQF Level 7* At least (3) three years' experience in planning, monitoring and evaluation in Government or Public entity*valid driver's license*Must have own transport* **Key performance areas***Compilation and

preparation of Annual Performance Plan linked to MTEF cycle* Preparation and compilation of the Performance Information Plan* Develop and manage the Performance Information framework* Co-ordinate planning in the company by organizing strategic planning session according to the Planning Cycle* Set up the systems to analyze, report and use Performance Information * Prepare for Performance Information Audits* Facilitate the preparation of the strategic plan and the annual performance plan for approval by the relevant executive authority management* Manage Payroll and employee administrations* Manage Training, Development and Employment Equity* Manage Employee Wellness within MRTT; and* Develop, update and implement Human Resources Policies and Procedures

Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer, women and people living with disabilities are also encouraged to apply.

Applications must be submitted on the Prescribed Application form for employment, obtainable on the organization website at www.rttrust.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 DPSS 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 Human Resource Manager or hand delivered to

Private Bag X7288
Witbank
1035

N4 Highway
Schonland drive
5 Moses Kotane
eMALAHLENI
1035

E-mail: recruitment@rttrust.co.za
Enquiries: Mr. D. M Kola
Tell: [013] 656 0857 / [013] 656 0875

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.

Closing date: 22 September 2023

No applications received after the closing date shall be considered. Communication will only be entered into with shortlisted candidates. If you do not receive correspondence within 30 days from closing date, you should consider your application to be unsuccessful.

Mpumalanga Regional Training Trust reserves the right to make appointment.