

INTERNAL AND EXTERNAL ADVERT

DATE ISSUED: 29 SEPTEMBER 2023

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:

1. COMPANY SECRETARY AND LEGAL SERVICES MANAGER

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

Minimum requirements:

- B degree of Law E.g. B Proc
- LLB or equivalent qualification
- Admission as an Attorney or Advocate
- Corporate Law Diploma will serve an added advantage
- Minimum 05 years' relevant experience in rendering secretarial or governance related work in a public entity
- Knowledge of legal and regulatory requirements affecting public entities
- corporate governance instrument and guideline (e.g. KING Reports)

Key performance areas

- Monitor and issue guideline on new key legislation*
- the Board and Management of the company collectively and individually with guidance as to their duties, responsibility and powers
- Advising the Company of any law relevant to or affecting the company.
- Ensure effective and efficient coordination of Board and Committee meetings and ensure that a quorum is present for every meeting.
- Preparing agendas for Board and Committees meeting and ensure that meeting pack are timely dispatched to Members.
- Timely prepare minutes and resolution register for each Board or Committee meeting
- Communicate Board resolutions to Senior Management and ensure Board resolutions are implemented.
- Certify in the Company's annual financial statements whether the Company has filed required returns and notice in terms of the Act, and whether all such returns and notices appear to be true, correct and up to date.
- Ensuring that a copy of the Company's annual financial statements is sent, in accordance with the Company's Act, to every person who is entitled to it.
- Manage legal services of the Company including correspondence from the external panel attorneys.
- Provide legal opinion and outside of the meetings to Senior Management and the Board.
- Provide legal advice on contract management, service agreements and related risks and obligations.
- Draft, vet and review contract contracts or agreements to avoid contract critical omissions.
- Facilitate or support the development of the annual Board and Committee work plans and schedules.
- Effectively, coordinate and ensure the implementation of an appropriate induction programme for all new members of the Board and of the Board and other governance structures
- Develop a Board Training and development programme and ensure that Members are invited and attend the relevant training suitable to their training needs.

- Coordinate annual Board Performance Evaluations
- Confirm and monitor that MRTT has prepared and submitted or filed all required annual notifications, statements, cipc returns and reports and that such returns are true and complies with statutory.
- Ensure that the Board Charter and Terms of Reference of various Committees are periodically reviewed and approved by the Board.
- Appraise MRTT policies and procedures for adherence to legislative and regulatory requirements.
- Report to the Board any non-compliance of MRTT or Senior Management regarding mandate, duties and responsibilities.
- Contribute in the preparation of the MRTT Annual Report ensuring that statutory, regulatory and governance disclosure are validated
- Manage the management account of the Board and expenditures.

2. REGIONAL MANAGER - CENTERS (EMALAHLENI TRAINING)

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

Minimum requirements:

- An appropriate undergraduate qualification/Bachelor's degree/Advanced Diploma (NQF Level 7) or equivalent qualification in in Education and / Skills Development & Training or equivalent and a Trade Test Certificate.
- Minimum 5 years in Education and Training, 3 years of which should have been in construction and or Engineering related industry
- Knowledge and understanding of relevant policies and legislation pertaining to the Technical and Vocational Education and Training landscape are of critical importance.
- Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting.
- Good knowledge of processes and functions of Sector Education and Training Authorities (SETAs), Quality Council for Trades & Occupation (QCTO)*Good communication; report writing and people skills*Computer literacy (MS Word, MS PowerPoint, MS Excel, and MS Outlook).

Key performance areas

- Manage, implement and monitor training strategies, policies and procedures of Technical Training Operations
- Achieve planned Annual Performance Targets for Technical Training Operations
- Achieve financial targets for institutional Technical Training Operations
- Compile and submit monthly and quarterly performance and financial reports
- Manage staff performance contracts and submission performance appraisals
- Manage learner registration data information and ensure learners are properly registered with relevant SETA's.
- Ensure good governance within Institutional Training Centers



3. 1X Practitioner: Boiler-Making Permanent (Emalahleni Training Centre) Permanent

Remuneration: Minimum R 408 289 Median R462 219 Maximum R 522 919

Minimum Requirements:

- National Senior Certificate (Grade 12).
- Trade Test Certificate in Boiler-Making
- Assessor Certificate and ODETDP Qualification will be an added advantage
- Experience: 3 years working experience as a Training Facilitator in Occupational Qualification
- Minimum 3 years Industry Work-base experience in Metal Trade Engineering

Key Performance Areas:

- To facilitate Occupational Qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of three components: Knowledge, Practical and Work experience.
- Training focus area in Metal Trade: Occupation Trade: Boiler-Making.

4. 1x Practitioner: Plumbing (Emalahleni Training Centre) Permanent

Remuneration: Minimum -R 408 289 Median - R462 219 Maximum –R 522 919

Minimum Requirements:

- National Senior Certificate (Grade 12).
- Trade Test Certificate in Plumbing
- Assessor Certificate and ODETDP Qualification will be an added advantage
- Minimum 3 years working experience as a Training Facilitator in Occupational Qualification
- Minimum 3 years Industry Work-base experience as a Plumber in the Building and Civil Construction

Key Performance Areas:

- To facilitate Occupational Qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of three components: Knowledge, Practical and Work experience
- Training focus area in Building and Civil Construction: Occupation Trade: Plumbing.

5. 1X Practitioner: Welding (Emalahleni Training Centre) Permanent

Remuneration: Minimum R 408 289 Median R462 219 Maximum R 522 919

Minimum Requirements:

- National Senior Certificate (Grade 12).
- Trade Test Certificate in Welding
- Assessor Certificate and ODETDP Qualification will be an added advantage
- Experience: 3 years working experience as a Training Facilitator in Occupational Qualification
- Minimum 3 years Industry Work-base experience in Metal Trade Engineering

Key Performance Areas:

- To facilitate Occupational Qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of three components: Knowledge, Practical and Work experience
- Training focus area in Metal Trade: Occupation Trade: Welding.

6. 1X Practitioner: Automotive Repair and Maintenance (Emalahleni Training Centre) Permanent

Remuneration: Minimum R 408 289 Median R462 219 Maximum R 522 919

Minimum Requirements:

- National Senior Certificate (Grade 12).
- Trade Test Certificate in Automotive Repair and Maintenance
- Assessor Certificate and ODETD Qualification will be an added advantage
- Experience: 3 years working experience as a Training Facilitator in Occupational Qualification
- Minimum 3 years Industry Work-base experience in Automotive Repair and Maintenance

Key Performance Areas:

- To facilitate Occupational Qualification associated with a trade, occupation or profession resulting from work-based learning and consisting of three components: Knowledge, Practical and Work experience
- Training focus area in Motor Mechanic.

MPUMALANGA REGIONAL TRAINING TRUST IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE 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.rtrtrust.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.



MPUMALANGA REGIONAL
TRAINING
TRUST

Empowerment Through Training

Individuals who meet the above requirements and are interested in the positions should submit their applications to:

The Human Resource Manager

Private Bag X7288
Witbank
1035

or hand delivered to

N4 Highway
Schonland drive
5 Moses Kotane
eMALAHLENI
1035

E-mail: recruitment@rttrust.co.za

Enquiries: Mr. S.N. Mabena

Tell: [013] 656 0857 / [013] 656 0875

MRTT does not accept applications via fax.

CLOSING DATE: 13 OCTOBER 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.