

INTERNAL & EXTERNAL ADVERT

DATE ISSUED: 28/04/2024

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:

01.MANAGER ACADEMIC: HTA (NELSPRUIT) KANYAMAZANE): P5

LOCATION: NELSPRUIT - Permanent Position

Remuneration Package: R825 332. (cost to company)

Minimum Requirements:

- Bachelor's Degree in Education or equivalent tertiary qualification in the field
- Human Resources Development
- Assessor Certificate
- Five (5) years in Training and Development, of which 3 years should have been in the management of a Training and Development
- Good communication and people skills
- Must own vehicle
- knowledge of hospitality operations and training

Key Performance Areas

- **Manage** the strategy initiatives of HTA Academic Division
- Manage the implementation of Academic Division training interventions in line with CATHSETA
- Manage the implementation of Provincial & Local Government initiatives and rural development Programmes pertaining to the accommodation services
- Achieve Annual Performance Targets for HTA Academic Division Training Operations*Manage the implementation plan of the Academic Training Division
- Provide skills in the area of Food Production as per SAQA registered and THETA ETQA approved unit standard for the **National Certificate in Professional Cookery, Assistant Chef Skills Programme, Accommodation Services and National Certificate in Food and Beverage**
- Monitor and administer learner training compliance in accordance to stipulated THETA ETQA quality Management System criteria and implementation of approved divisional plans
- Achieve financial targets for Institutional Academic Training Operations
- Manage divisional operations for Institutional Academic Training: Operations relating to, to Policies, Procedures & Processes, tools, Equipment and material
- Ensure good governance within the Academic Division Training Centre

02. PRODUCTION/PROJECT MANAGER

LOCATION : EMALAHLENI - Permanent Position

Remuneration Package: R825 332. (cost to company)

Minimum Requirements:

- B.Tech or Equivalent Bachelor's Degree (Civil Mechanical or Equivalent is required)
- A tertiary qualification in project management will be an added advantage
- Construction Management, Civil Engineering, or Architecture
- 3-5 years of experience in Project Management **within Construction or related industry**
- **Good understanding of construction project management**
- **Understanding of construction procedures, principles and reporting processes**
- Ability to compile a budget; cost materials, develop Bill-of-Quantities (BOQ) and a project implementation plan
- Familiarity with quality, health and safety standards within the construction industry
- Good communication and stakeholder engagement skills
- Good organizational and time management skills
- A team player with supervisory skills

Key performance areas:

- Providing leadership to Project and interface with relevant departmental heads of Engineering and Capital Governance and Controls
- Ensuring that the project(s) are executed safely and in compliance with all regulatory requirements, company policies, standing instructions and safe working procedures.
- Developing an appropriate organization structure for execution of the project, identifying functions necessary, selecting appropriately experienced and enthusiastic personnel for specific positions and delegating responsibilities. Identifying part-time team members
- Ensuring that the projects are executed in compliance with all regulatory requirements, company policies, standing instructions and working procedures
- Setting goals and objectives, identifying priorities, clearly communicating these to team members and appropriate other parties, providing leadership in their implementation. Motivating, ensuring commitment, and building a results-oriented team focused on achieving the optimum outcome for MRTT.
- Maintaining a relationship with the client at a senior executive level.
- Maintaining and displaying clear "ownership" and accountability for delivery of the projects.
- business outcomes
- Recommending and implementing corrective strategies where needed to best meet MRTT's overall project objectives.
- Ensuring adherence to the project's authorised Scope of Work, monitoring scope status and advising the client accordingly.
- Defining and delegating the projects roles and assigning levels of approval and authority
- Being responsible for communication with the client, particularly regarding requests for changes and modifications.* Ensuring contractual commitments regarding deliverables are met.

Empowerment Through Training

- Reviewing and approving the monthly project progress report prepared for the client and / or for distribution to other parties.
- Signing third party procurement contracts within the approved delegated framework limits as the Client.
- Supporting staff development and skills transfer
- Ensuring adherence to the project's / programmer's scope of work, monitoring scope status and advising the client accordingly.
- Monitoring performance of relevant role players to ensure SLA's obligations are adhered to.
- Managing finance in accordance with policies, procedures, and legal requirements.
- Securing resource requirements to ensure deliverables are met in accordance to targets.
- Managing Human Resources actions according to policies, procedures and legal requirements.

03. DEBTORS CLERK - P10

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R266 964.00 (cost to company)

Minimum Requirements:

- Diploma in Credit Management or equivalent Qualification
- 3 Year relevant experience
- Communication Skills
- Computer Skills

Key Performance Areas

- Analyze the Debtors Age Analysis and take corrective action
- Follow up all outstanding debtors telephonically and in writing
- Issue letter of demand to debtors
- Hand over to debt collectors or attorneys for collection
- Produce and post monthly statements and give to debtors
- Ensure that all monies due from debtors are collected in line with the PFMA and Company Policies and Procedures

04. EXECUTIVE SECRETARY TO CHIEF EXECUTIVE OFFICER - P11

LOCATION: EMALAHLENI - Permanent Position

Remuneration Package: R316 076.00 (cost to company)

Minimum Requirements:

- Grade 12, Diploma or Certificate in Office Administration or equivalent
- Computer Skills
- 5year Office Administration experience at executive level.

Key Performance Areas

- Manage Office of the CEO
- Ensure that meeting agendas are distributed to all stakeholders three (3) day prior the meeting
- Compile and distribute meeting packs to all Heads of departments and attendees two day's prior the meeting
- Ensure that minutes are taken in all CEO's meetings
- spell check and proof read minutes and ensue that the CEO endorses them prior sending them out to stakeholders
- Ensure that all minutes of meetings are filed electronically and files are created and properly labelled for all hard copies
- Ensure that all attendees of meeting adhere to deadlines as discussed and agreed in meeting
- Manage the CEO's diary and ensure that she is given a diary calendar
- Ensue that all visitors in the CEO's Office and ensure that beverage are offered timeously
- Create a contact list/data-base of the CEO's clients, sponsors, etc. Ensure that all annual events are managed cost effectively and efficiently
- Compile an annual calendar of all events in the CEO's office
- Ensure that all correspondence relating to the annual events are timeously sent to all stakeholder.

Applications must be submitted on the Prescribed Application form for employment, obtainable from HR Sub-programme or on the internet at www.rtrtrust.co.za. A recently updated, comprehensive CV. Shortlisted candidates will be required to submit satisfied copies of qualification

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).

Empowerment Through Training

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

Individuals who meet the above requirements and are interested in the positions should forward their applications and detailed CV's together with application form, copies of qualifications, ID and drivers license to:

The Human Resource Manager *or hand delivered to*

Private Bag X7288

Witbank

1035

05 Schonland Drive

Ferrobank

Witbank

1035

E-mail: recruitment@rttrust.co.za

Enquiries: A.D Mnisi

Tell: [013] 656 0931 / [013] 656 0875

NB: Failure to submit the required documentation will lead to the disqualification of candidates, Applications with foreign qualifications must attach SAQA verifications. The recommended candidates will undergo comprehensive reference check which include qualification verification, credit criminal, other relevant checks and competence assessment will be conducted.

CLOSING DATE: 10 MAY 2024 (TIME 16H00)

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.