



## 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:

### Re-Advertisement

**( MANAGER : TRAINING CENTRES)**  
**Peromnes Grading System – P5**  
**Location :Emalahleni**

*Remuneration: R825 584.00*

The Centre Manager will be responsible for the overall performance and maintenance of the training centres activities to obtain maximum efficiency, quality, service and profitability for the organisation. This include, overseeing the day-to-day operations, staff management, and overall success of operational planning, implement policies, and ensure high standards of service delivery, focusing on meeting the needs of clients and visitors.

**Qualification Requirements:** Bachelors' degree or equivalent qualification.

**Education and Work Experience:** A bachelor's degree or equivalent

is the required qualification, with **5-8 years'** work experience in **Training, Learning and Development**, including **3-5 years' management** experience in training and development, particularly in Artisan Development ,Management capacity will be highly valued.

### Key Performance Areas:

**Leadership and Management Skills:** Proven experience in leading and directing teams within a training or learning environment is essential. Knowledge and

understanding of relevant policies and legislation pertaining to the Technical and Vocational Education and Training landscape are of critical importance. Good communication; report writing and people skills

**Technical Proficiency:** Advanced computer skills, Computer literacy (MS Word, MS PowerPoint, MS Excel, and MS Outlook). Learner Management Systems or related systems, will be an added advantage

**Financial Management:** Managing budgets, financial plans, and achieving profit targets.

**Quality Assurance:** Monitoring and improving the quality of service and operations.

**Strategic Planning:** Developing and implementing strategies for the center's growth and success.

**Compliance:** Ensuring adherence to relevant policies, procedures, and regulations.

**Accreditation with SETA:** accreditation with a Sector Education and Training Authority (SETA) as a Facilitator, Assessor, and/or Moderator will be an added advantage.

**Understanding of Accreditation and Quality Assurance:** A solid understanding of the accreditation process and quality assurance practices is also important, including SETA's. Quality Council for Trades & Occupation (QCTO) and National Artisan Moderation

Body (NAMB)

**Duties:** Manage and implement strategic initiatives of institutional Technical Training Operations. **Training and Development:** Manage the Operation of the Emalahleni Training Center; Manage the implementation of Technical Training interventions in line with all accredited training programmes from CETA, ESETA and MERSETA & QCTO; Achieve financial targets for institutional Technical Training Operations\* Manage Centre Budget; 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 learner are properly registered with relevant SETA's; Ensure good governance with institutional Training Centers; Maintenance of OHS regulations in designated areas of Technical Training Centre; Manage Budget & Cash flow for the Technical Training Operations.

***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](http://www.rttrust.co.za). A recently updated, comprehensive CV should accompany the fully completed and signed form. Only

shortlisted candidates will be required to submit their certified copies of qualifications. Please ensure that you submit your CV and documents in one folder.

**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 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 Human Resource Manager *or hand delivered to***

Private Bag X7288  
Witbank  
1035

N4 Highway  
Schonland drive  
5 Moses Kotane  
eMALAHLENI  
1035

Enquiries: Mr. AD Mnisi

**E-mail:** [recruitment@rttrust.co.za](mailto:recruitment@rttrust.co.za)

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

Closing date: **9 May 2025**

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 not to make appointment.***