

ROLE PROFILE: Chief Operations Officer

JOB IDENTIFICATION	
Job Title:	Chief Operations Officer
Date Reviewed:	1 MARCH 2019
Reporting Line:	CEO
Location:	INSETA Head Office, Parktown, Johannesburg
Full-time/Part-time/Contract:	Full-time
Grading	E
PURPOSE OF THE JOB	
Support the executive office to deliver the INSETA mandate. To operationalise the Strategic Objectives of INSETA through the development and management of projects, processes, operations and governance.	
MAIN ACCOUNTABILITIES	
RESPONSIBILITY:	Understanding the environment and mandate
<ul style="list-style-type: none"> • Support the CEO office and represent the INSETA in strategic engagements and communication • Participate in the 5-year process – feed into to national strategy – feed into the Department of Higher Education and Training (DHET). • Develop 5-year plan and annual plans to align to mandate for board approval. 	
RESPONSIBILITY:	INSETA strategy and research
<ul style="list-style-type: none"> • Strategic planning session held within time, quality and budget specifications, and strategic focus defined clearly integrates environmental and stakeholder requirements • Strategic plan and Annual Performance plan produced and submitted within time, quality and budget specifications • Strategic plan and Annual performance plan alignment and implementation managed and monitored • Research is planned and reports and position papers or recommendations are produced within time, quality and budget specifications. 	
RESPONSIBILITY:	Governance duties
<ul style="list-style-type: none"> • Compliance with King IV Code • Compliance with and coordination of statutory and other formal reporting obligations (Accounting Authority, DHET, Parliament) excluding audit • Seamless board and subcommittee administration (exco, finance, audit, remuneration) – scheduling, agendas, papers, minutes. • Ensure effective Risk management 	
RESPONSIBILITY:	Quality management
<ul style="list-style-type: none"> • Quality management standards are determined for overall functioning of INSETA, • QMS is implemented such that policies, standards and processes are maintained and reviewed 	

RESPONSIBILITY:	Programme and Performance Management
	<ul style="list-style-type: none"> Managing strategic and operational objectives of the core divisions: IPO, Skills, QA and Learning Programmes Ensuring alignment between strategic objectives and projects The programme management delivery of specific projects under management Ensuring performance reporting is accurate, compliant and complete Ensure that projects provide the required level of performance
RESPONSIBILITY:	HR management
	<ul style="list-style-type: none"> Management of the core divisions: Learning, Projects, Quality Assurance and Skills HR practices align with best practice in comparable organisations Develop the competence of people and deliver business strategy.
DIRECT REPORTS	
PA Quality Assurance Manager Youth Programmes Manager Worker Programmes Manager INSETA Project Office Manager Skills Division Manager	
INDIRECT REPORTS	
To be determined	
REQUIRED QUALIFICATION	
Minimum Qualification Required:	Relevant Degree or equivalent
Qualification (Preferred):	Post graduate qualification
REQUIRED EXPERIENCE	
5-10 years management experience, Financial Institutions, Insurance, Seta Operations	
REQUIRED COMPETENCIES	
<ul style="list-style-type: none"> Leadership Operationalising strategic plans High Level of Fluency – Written and Oral, Report Writing and Communication Strategic Mentality – Working with Stakeholders, Outsource Partners Organisation – Systematic, highly organised, strong compliance leaning (Legislation, Policies etc.) Cost Conscious – Close attention to Budgetary Control and Financial Statements, Accounts Diligence – High sense of duty and responsibility, meticulous attention to detail New Information – Ability to receive, interpret and implement new information and developments. Numeracy – Application of financial implications to every aspect of operations. 	
LEVEL OF PROBLEM SOLVING REQUIRED	
Strategic-operational. The essence of this role is the translation of strategy into operations.	

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INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please email your **CV** to vacancies@inseta.org.za, clearly stating the position you are applying for.

Closing date: **12 April 2019**

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised.