

	READVERTISEMENT, APPLICANTS THAT PREVIOUSLY APPLIED NEED NOT REAPPLY, AS THEIR APPLICATIONS WILL BE CONSIDERED
Job Title:	Assistant Colab Director – 3 Year Fixed-Term Contract
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Gauteng Parktown
Salary Range:	Grade 9
Upward Reporting Relationships:	National CoLab Director
Reference Number:	NEM-08/11/2018

MAIN PURPOSE OF JOB

Assist with overseeing the activities of the provincial collaborative e-skills CoLabs across the country in association with local partnering universities, consolidate strategic leadership development and management, Ensure effective functioning of the provincial collaborative e-skills 6 (potentially 9) CoLabs across the country and within the areas as of:

- Multi-stakeholder collaboration
- e-Astuteness
- Knowledge for Innovation (research papers)
- Aggregation

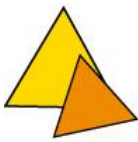
JOB OBJECTIVES

- Assist with facilitating and operationalising the annual business plans of the provincial collaborative e-Skills CoLabs against that of NEMISA Annual Performance Plan.
- Assist with Interrogating the initial business plans for completeness.
- Assist with facilitating the approval of the Memorandum of Agreements between NEMISA and the hosting University and the signing thereof;
- Assist with administering the quarterly performance and financial reports of the provincial collaborative e-Skills CoLabs against approved templates; Interrogate the initial quarterly performance reports for completeness;
- Organise in collaboration with the CEO strategic national meetings of provincial collaborative e-skills CoLabs;
- Assist with management of e-skills CoLabs and ensure performance against targets and budgets;
- Assist with preparing submissions for consideration at EXCO and Board Programme and Academic Committee in particular that of business plans; quarterly performance reports and budget for the provincial collaborative e-skills CoLabs;
- Assist with consolidation of overall national report on the activities of the provincial collaborative e-Skills CoLabs;
- Work with Internal Auditors to conduct the audits of provincial collaborative e-Skills CoLabs;
- Any adhoc request relating to the CoLabs;
- Consolidation of data for the annual reporting for NEMISA in regard to the Ecolabs.

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuti Phukubje and Mr Lucas Mello
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



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Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	Minimum: <ul style="list-style-type: none"> National Diploma in ICT related field or equivalent qualification at NQF level 6 	Ideal: <ul style="list-style-type: none"> Bachelor's Degree/ B. Tech in ICT related field at NQF level 7
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Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

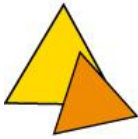
- Minimum:**
- At least 3+ years' experience in ICT developmental context and Education (training/ skills development/project management)
 - At least 3 + years' experience in large-scale programme/project management in the public sector.
 - 2+ years' experience within Public Sector
- Ideal:**
- 5+ years' years' experience in large-scale programme/project management in the public sector
 - 5 years' experience within Public Sector

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Digitally literate
- Collaboration
- Business intelligence
- Analytical
- Writing
- Written and Verbal Communication
- Presentation
- Ability to write reports, business correspondence, and procedure manuals
- Strong mentoring and coaching skills
- Project management

Competency requirements



- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Deductive reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Commercial acumen
- emotional maturity
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Numerical reasoning

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: assistantcolabdirector@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **2 January 2019** (16:00pm).

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.