

<b>Job Title:</b>	National Colab Director – 1 Year Fixed-Term Contract
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Office of the Chief Executive Officer
<b>Location:</b>	Gauteng Parktown
<b>Salary Range:</b>	Grade 12
<b>Upward Reporting Relationships:</b>	Chief Operating Officer
<b>Reference Number:</b>	NEM-04/11/2020

### MAIN PURPOSE OF JOB

Oversee the activities of the provincial collaborative e-skills CoLabs across the country in association with local partnering universities, Ensure effective functioning of the provincial collaborative e-skills CoLabs across the country to ensure delivery of digital skills training for South Africa's citizenry and the achievement of NEMISA's strategy and Annual Performance Plan targets. The Provincial e-Skills CoLabs are based at universities that NEMISA has entered into partnership with.

### JOB OBJECTIVES

- Facilitate and operationalise the annual business plans of the provincial collaborative e-Skills CoLabs against that of NEMISA Annual Performance Plan.
- Interrogate the initial business plans for completeness.
- Facilitate the approval of the Memorandum of Agreements between NEMISA and the hosting University and the signing thereof;
- Manage oversight activities related to management of provincial e-Skills CoLabs
- Administer 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 and COO on strategic national meetings of provincial collaborative e-skills CoLabs;
- Manage e-skills CoLabs and ensure performance against targets and budgets;
- Prepare submissions for consideration at EXCO and relevant Board Committees in particular that of business plans; quarterly performance reports and budget for the provincial collaborative e-skills CoLabs;
- Manage all the risks that may prevent provincial e-Skills CoLabs from achieving their objectives and targets
- Manage communications with provincial e-Skills CoLabs
- Implement the approved Monitoring and Evaluation Framework and impact assessment and report to relevant structures within NEMISA
- Ensure that provincial e-Skills CoLabs deliver quality research and innovations that improve the impact that NEMISA programmes make
- Consolidate overall national report on the activities of the provincial collaborative e-Skills CoLabs;
- Implement a record management system that will contain all reporting information while ensuring accurate and complete information
- Work with Internal Auditors to conduct the audits of provincial collaborative e-Skills CoLabs;

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Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana  
Executive Directors: Mr Trevor Rammitwa (CEO)  
Company Secretary: Ms Fahmida Valla



- Any adhoc request relating to the CoLabs;
- Consolidation of data for the annual reporting for NEMISA in regard to the Ecolabs.

### 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.*

<b>Level of Education:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Education or Business or ICT related field or equivalent qualification at NQF level 7</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• Honours Degree in Education or Business or ICT related field</li> </ul>
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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 5+ years' management experience in ICT developmental context or Education (training/ skills development)
- At least 5 + years' experience in large-scale programme/project management in the public sector.
- 3 years' experience within Public Sector

#### Ideal:

- 8+ 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.*

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

### 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: [colabdirector@nemisa.co.za](mailto:colabdirector@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: **07 January 2021** (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.*