WE ARE NOW HIRING

Skills Development x2

An Exciting opportunity has arisen in Human Capital for the Skills Development Officer X2 positions (12 months fixed-term contracts), based in Head Office, Sandton.

Type: **12 months fixed-term contract**
Closing date: **19 November 2026**
Apply now: **Email CV to: recruitment@tianaconsulting.co.za**

Purpose of the Job:

To provide support function to Investment Associates on all areas of transaction execution.

Requirements:

- National Diploma or bachelor's degree in human resource management, Skills Development, Project Management, Public Administration, Business Management or a related field.
- Additional training in Skills Development, Training and Development, Quality Assurance or Project Management will be advantageous.
- Knowledge of QCTO and SETA accreditation requirements will be advantageous.
- 3–5 years' relevant experience in skills development, programme administration, project coordination or youth employment.
- Experience in SETA-funded programmes, discretionary grants, learnerships, internships and workplace-based learning will be advantageous.
- Experience in beneficiary recruitment, screening, onboarding and placement.
- Experience in stakeholder coordination, programme monitoring and reporting.
- Exposure to accreditation processes, training-provider compliance and quality management systems will be advantageous.
- Experience in online portal administration, databases and funding programme administration will be an advantage.

Key Performance Areas:

Skills Development Programme Implementation and Coordination

- Coordinate the implementation of approved learnerships, internships, apprenticeships, graduate programmes, TVET workplace experience and other skills development interventions.
- Translate approved programme proposals and funding agreements into implementation plans, schedules, milestones and deliverables.
- Coordinate implementation with training providers, employers, strategic partners and participating institutions.
- Monitor programme delivery against approved learner targets, budgets, timelines and contractual obligations.
- Coordinate learner agreements, attendance registers, training schedules and programme documentation.
- Monitor learner participation, workplace exposure, training progress and completion rates.
- Identify implementation challenges, coordinate corrective actions and escalate risks to management.
- Maintain programme records to support reporting, audit and compliance requirements.

NEF Accreditation and Quality Assurance

- • Assist with NEF's process of becoming an accredited Skills Development Provider (SDP).
- • Support institutional readiness assessments and identify accreditation requirements and gaps.
- Coordinate engagements with QCTO, relevant SETAs and Quality Partners.
- • Assist with preparing accreditation applications, policies and supporting documentation.

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- • Monitor accreditation milestones, compliance requirements and implementation progress.
- • Coordinate assessments, site visits and quality assurance engagements.
- • Verify external training providers' accreditation status and maintain accreditation records.

Online Portal, Strategic Partner and Beneficiary Administration

- Administer the online Skills Development Portal and monitor partner and beneficiary applications.
- Screen applications against approved eligibility criteria and documentation requirements.
- Track application statuses, outstanding documents and screening outcomes.
- Maintain accurate partner, beneficiary and application records.
- Coordinate the collection, verification and filing of supporting documentation.
- Manage routine enquiries and refer specialised queries to the relevant officials.
- Coordinate with IST on portal testing, enhancements and technical issues.
- Monitor application and recruitment progress against approved programme targets.
- Ensure confidentiality and appropriate management of beneficiary and partner information.

Strategic Partnership and Stakeholder Coordination

- Identify and engage potential strategic partners, including employers, accredited training providers, TVET colleges and implementation agencies.
- Coordinate Expressions of Interest (EOIs) and partner proposals.
- Assist with preliminary partner assessments against approved NEF criteria.
- Conduct administrative due diligence covering partner capacity, compliance, accreditation, co-investment and employment opportunities.
- Prepare partner evaluation schedules and reports for management consideration.
- Coordinate stakeholder engagements and support the administration of MoUs, SLAs and partnership agreements.
- Maintain a partner database and monitor agreed deliverables and commitments.

Youth Recruitment, Selection and Placement Support

- Coordinate recruitment, screening and selection of unemployed youth, graduates, interns, trainees and TVET learners.
- Assist with advertising opportunities and managing applications through the NEF and its strategic partners.
- Verify beneficiary eligibility against NEF and funder-specific requirements.
- Coordinate shortlisting, interviews, onboarding, contracting and registration.
- Facilitate placements with training providers and host employers.
- Maintain accurate beneficiary records and supporting documentation.
- Monitor recruitment and placement progress against approved targets and timelines.

Beneficiary Monitoring, Support and Employment Verification

- Monitor learner attendance, participation, training progress and workplace exposure.
- Maintain communication with learners, training providers and host employers to identify implementation challenges.
- Coordinate support interventions to minimise learner attrition.
- Track beneficiary progression into employment, enterprise development and self-employment.
- Collect and verify employment evidence, including contracts, appointment letters, payslips and employer confirmations.
- Monitor employment retention against applicable funder requirements.
- Maintain beneficiary tracking records covering recruitment, enrolment, completion, placement and employment outcomes.
- Escalate beneficiary-related challenges and programme delivery risks to management.

Monitoring, Reporting and Compliance Support

- Compile programme implementation reports, funding reports, performance dashboards and management submissions.
- Consolidate programme information and monitor performance against approved targets.
- Maintain accurate programme records and Portfolios of Evidence (POEs).
- Support reporting to EXCO, MANCO, the Board and funding institutions.

- Monitor compliance with funding agreements, programme requirements and NEF governance frameworks.
- Coordinate programme close-out documentation, learner verification and financial reconciliation inputs.
- Liaise with Finance, Legal, Procurement, Strategy and Planning, Internal Audit, Third-Party Funds and other relevant departments.
- Identify reporting gaps, implementation risks and areas requiring corrective action.

Other Key Competencies:
The candidate must demonstrate the following skills and attributes:

- **Skills Development Knowledge:** Understanding of SETA funding, NQF requirements, learnerships, internships and workplace-based learning.
- **Programme Coordination:** Ability to coordinate implementation plans, schedules, milestones and deliverables.
- • Accreditation and Quality Assurance: Understanding of QCTO, SETA accreditation processes and
- training-provider compliance.
- **Portal Administration:** Ability to administer online platforms, application workflows and beneficiary
- databases.
- **Recruitment and Placement:** Ability to coordinate screening, selection, onboarding and placement processes.
- **Funding Programme Support:** Ability to develop technical programme inputs, budgets, learner targets and implementation plans.
- **Stakeholder Management:** Ability to engage professionally with employers, funders, training providers
- and beneficiaries.
- **Monitoring and Reporting**: Ability to track programme performance, verify outcomes and compile reports.
- **Administrative and Organisational Skills:** Strong planning, record management and attention to detail.
- **Computer Literacy:** Proficiency in Microsoft Office, particularly Excel, Word and PowerPoint. Knowledge of programme management systems will be advantageous.
- **Communication and Analytical Skills**: Strong report-writing, problem-solving and communication abilities.

If you need more information about the position, please contact us on 011 431 1354, one of our Consultants will assist you.