



<b>Job Title</b>	<b>Skills and Employment Manager</b>	<b>Drafting Date</b>	<b>11/2019</b>
<b>Reports to</b>	Second Secretary	<b>Review Date</b>	<b>12/2021</b>
<b>Embassy Team</b>	Development and Trade/Economic Teams		
<b>Location</b>	Pretoria, South Africa		
<b>Nº Reporting Staff</b>	None		
<b>Job Profile</b>	<p>Under the direction of the second secretary manage and coordinate the Trade, Education and Skills portfolio to support Ireland's linked objectives of supporting inclusive economic growth and raising Ireland's profile as a Trade and Investment partner in South Africa and the region.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Developing institutional linkages and cooperation between Ireland and South Africa</li> <li>• Managing the Embassy's Fellowship programme and support growth of the Alumni network</li> <li>• Coordination of other areas of work to support skills development and employment in South Africa</li> <li>• Support trade promotion to raise Ireland's profile as a trade, investment and institutional partner in South Africa</li> </ul>		

<b>Key Performance Areas</b>	<b>KPA detail</b>	<b>Competency Requirements</b>	<b>% time</b>
<b>1. Increase institutional linkages, networks and cooperation between Ireland and South Africa</b>	<ul style="list-style-type: none"> <li>• Develop and map institutional linkages and cooperation between Ireland and South Africa in all sectors, including student mobility, research links and peer to peer learning.</li> <li>• Develop a short strategy/action plan outlining key objectives in relation to partnerships between third level and research institutions in Ireland and South Africa, with a focus on supporting Higher Education Institutes of historical disadvantage.</li> <li>• Support the development of the existing partnerships between Universities of Technology in South Africa and Ireland.</li> <li>• Develop linkages between this areas of work and promoting 'Education in Ireland' - attracting students from South Africa and the region to study in Ireland.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of the higher education and research sector and policy frameworks in South Africa.</li> <li>• Strong networking and communication skills and ability to develop key relationships</li> <li>• Analytical and conceptual thinking, seeing relationships between issues and identifying</li> </ul>	30%



Key Performance Areas	KPA detail	Competency Requirements	% time
		coherent solutions.	
<b>2. Skills and Employment Development in South Africa</b>	<ul style="list-style-type: none"><li>• Stay abreast of key issues and develop knowledge networks to support the Embassy of Ireland's work on skills and employment in South Africa.</li><li>• Manage existing projects of support to skills and employment in South Africa ensuring lesson learning from these engagements.</li><li>• Engage with private sector for partnerships on skills development and employment,</li><li>• Manage the delivery of the fellowship programme in South Africa, Zimbabwe and Lesotho ensuring a strategic and targeted approach to selection of candidates and courses of study</li><li>• Support the development of a strong South African Alumni of Irish Higher Education Institutes and other affinity diaspora groups.</li></ul>	<ul style="list-style-type: none"><li>• Thorough knowledge of the skills and employment challenges and opportunities of South Africa.</li><li>• Strong networking and communication skills and ability to develop key relationships.</li><li>• Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li><li>• Project and grant management skills.</li></ul>	30%
<b>3. Expand Ireland's trade, investment tourism and cultural links with South Africa and the region</b>	<ul style="list-style-type: none"><li>• Engage with targeted elements of private sector to develop knowledge of trade and business interests between Ireland and South Africa, and support growth of Irish business networks.</li><li>• Support coordination across 'Team Ireland' - Ireland's Trade focused bodies in South Africa, and regional coordination on trade issues with other Embassies of Ireland in Southern Africa.</li><li>• Stay abreast of key issues and develop knowledge networks to support the work of the Embassy in this area, particularly on economic trends and sectors of interest to Ireland and Irish business.</li><li>• Carry out targeted trade promotion activities to raise Ireland's profile as a trade and investment partner in South Africa.</li><li>• Support on ad-hoc projects as necessary, for example coordinating trade visits or ensuing trade promotion focus in cultural activities</li></ul>	<ul style="list-style-type: none"><li>• Strong understanding of trade and investment climate in South Africa and Ireland.</li><li>• Good understanding of trade protocols and trade related support instruments of the EU, the UN, USA, BRICS, AU, SADC as they affect South Africa.</li><li>• Strong networking and communication skills and ability to develop key relationships.</li><li>• Experience in project and event management.</li></ul>	25%



Key Performance Areas	KPA detail	Competency Requirements	% time
<b>4. Contribution to Whole of Embassy Strategic Planning and Implementation and knowledge management</b>	<ul style="list-style-type: none"><li>• Ensure familiarity with all key documents outlining Ireland's Foreign Policy and Development objectives (<i>Global Island, Global Ireland, A Better World, Ireland's Africa Strategy</i>) and the linkages between these policies and the Embassy Strategy.</li><li>• Provide strategic input and advice on trade and skills development across the work of the Embassy and input to relevant cross Embassy Teams, including political, development and public diplomacy.</li><li>• Contribute to the development of annual business plans, performance management framework and budgets to effectively implement and monitor progress of activities under each Key Performance Area set out in this Job Description.</li><li>• Contribute to the Embassy's knowledge management and learning functions and practices, and the maintenance of a repository of information, statistics and trends.</li><li>• Work closely with the Embassy's Public Diplomacy and Information officer to develop and disseminate key messages on Ireland/SA business links.</li><li>• Conduct a lessons learning exercise on the Embassy's trade, education and skills engagements over the remainder of the existing strategy and make recommendations for a strategic approach in this area beyond 2021.</li><li>• Fully comply with Embassy systems and procedures relating to procurement, grant and financial management, time management and all other Embassy and Department of Foreign Affairs procedures and guidelines.</li></ul>	<ul style="list-style-type: none"><li>• Teamwork, to enable high performance, clear and realistic objectives, including effective and targeted communications</li><li>• Analytical and conceptual thinking</li><li>• Delivery of results, ensuring high quality, optimal use of resources</li><li>• Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing.</li><li>• Critical analysis skills.</li><li>• Cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li></ul>	15%
<b>Qualifications and Skills Requirements</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• A degree in one of the following disciplines: arts and humanities, economics, trade, business management, or law.</li><li>• A minimum of 5 years relevant experience in Southern Africa.</li><li>• A proven track record of all aspects of project and grant management.</li><li>• Excellent written and oral communication skills (including computer literacy).</li></ul>		



	<ul style="list-style-type: none"><li>• Excellent interpersonal skills and the ability to work independently (self-starter) and as part of a team.</li><li>• Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Master's degree in a related field.</li><li>• Experience working with third level institutions or working on projects related to third level institutions.</li><li>• Demonstrated capacity in strategic and results focused thinking and planning.</li></ul>	
<b>Terms and Conditions</b>	<ul style="list-style-type: none"><li>• <b>Working hours:</b> Full time, or 37 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. Occasional travel is required.</li><li>• <b>Overtime:</b> Time off in lieu for agreement with line manager</li><li>• <b>Remuneration:</b> ZAR44,520 per month (depending on experience)</li><li>• <b>Benefits:</b> Medical Aid, Pension</li><li>• <b>Primary work location:</b> Embassy of Ireland, Pretoria</li><li>• <b>Start date:</b> 01/03/2020. A 12-month probationary period will apply, after which time performance will be reviewed.</li><li>• <b>Performance Management:</b> The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish civil service. Staff members agree, with their manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions.</li><li>• <b>The successful candidate must have a legal entitlement to live and work in country prior to recruitment.</b></li></ul>	