

JOB ADVERTISEMENT

Lead: Post Qualification

JOB TITLE	Lead: Post Qualification
JOB GRADE	D4
DEPARTMENT	Capabilities and Endorsements SAICA Academy Post Qualification
LOCATION	Johannesburg
CONTRACT TYPE	Permanent

Are you determined to go further as a Difference Maker? SAICA has a perfect opportunity to take you further on your journey of being a Difference Maker.

SAICA has embarked on an exciting transformation to become an insights-driven, technology-enabled, and AI-powered organisation. As part of our journey, we are streamlining processes, enhancing our digital capabilities, and strengthening our focus on sustainability in the accounting profession.

This transformation presents an opportunity for you to grow and contribute to SAICA's vision in a redefined, future-fit role. We are looking for passionate, skilled professionals who are eager to innovate, embrace data-driven decision-making, and help shape the future of the profession.

If you are ready to be part of this next chapter, make a meaningful impact, and you are a suitably qualified and experienced Difference Maker wanting to go further on this exciting journey, you are encouraged to apply.

Purpose of the job

- Identification, quality assurance and implementation of relevant learning and development interventions for SAICA members and associates post qualification.
- Support in developing learning and development interventions for trainees.
- This would include the following competency types:
 - Professional values and attitudes;
 - Enabling competencies; and
 - Technical competencies in the value creation process.
- Development, review and communication of the SAICA CPD policy and supporting guidance.

Key/main outputs

Output 1: Post qualification learning and development strategy

- Provide input into the Post Qualification learning and development strategy to ensure that SAICA offerings to members add value and assist members and associates in remaining relevant in the fast changing environment;
- Effectively execute the post qualification learning and development strategy including:
 - Identifying relevant learning interventions and activities that support the development and maintenance of the technical and non- technical competencies as set out in the CAPtR (competency framework).
 - Providing guidance on the correct and most appropriate methods of offering learning and development activities



- Ensuring appropriate integration between the competency types (professional values and attitudes, enabling acumens and technical competencies in the value creation process).
- Formulating and implementing plans and programs which facilitate the development and promotion of the integrated thinking, value creation and leadership as well as enhancing digital, business, decision making and relational acumens.

Output 2: Post qualification competency framework

- Development of, or revisions to technical and non-technical competencies guides and material including regular update and review of the CAPtR (competency framework)
- Keep abreast of all developments as related to the CA Pathways to Relevance competency framework in the post qualification space and provide guidance as to new ways of developing professional competence / trends in learning and development for professionals

Output 3: Learning and development content

- Identify and curate relevant learning and development for members and associates that are effective in their design and relevant to members' needs for a wide variety of roles (The output of this is the development of an Annual learning and development plan / offerings to members and associates)
- Engage with key stakeholders in order to identify learning needs (professional competence) of members and associates for input into future learning and development offerings by SAICA.
- Research and collate information on new trends in respect of modes of learning and development activities.
- Identify and contract with external providers identified to offer such activities both live (whether online or in-person) and on the learning management system.
- Implement quality assurance processes over content and learning activity interventions.
- Manage respective programmes to the extent necessary through adhering to the SAICA procurement and contracting policies and processes, including L&D specialised services processes, in appointing service providers.

Output 4: External stakeholder engagement and communication

- Build and improve relationships with key stakeholders (members, associates, other education directors and suppliers of learning and development offerings).
- Develop an annual stakeholder engagement plan.
- Implement the annual stakeholder engagement plan in order to keep members and associates abreast of the latest developments regarding learning and development activities, and CPD (policy and guidelines) through pro-active marketing and communication through a variety of channels.
- Respond to member and associate queries within set turnaround times and agreed satisfaction levels. (Post qualification learning and development and the CPD policy)

Output 5: CPD Policy

- Ongoing review of the CPD policy in line with best practice worldwide.
- Develop guidance and other resources to support members in implementing the requirements of the CPD policy.
- Regular communication with members on the requirements of the SAICA CPD policy to members and associates.

Output 6: Internal stakeholder engagement and communication and risk and compliance management

- Build and improve relationships with internal stakeholders (Procurement, Finance, Risk, Contracts, Compliance, IT, Member engagement, Standards, Membership, Seminars and Events, Brand and communication).
- Actively engage and follow up with parties involved in projects to ensure execution.
- Identification and recording of risks on Isometrix
- Reporting risk events

Output 7: General management activities to support operations

- Management of the related budget, finance and administrative matters.
- Identifies risks and identifies and implements any mitigating actions identified in line with SAICA’s compliance and risk management processes;
- Assisting with preparation and maintenance of the risk register and risk management plans on Isometrix.
- Prepare control risk assessments and report risk events.
- Preparation of or participation in preparing relevant reports for both internal (committees and EXCO) and external purposes.
- Meeting objectives, key result areas and targets as set out in the SAICA and personal Score Card.
- Management of all projects in terms of the SAICA protocol.
- Preserving and expanding the Institute’s intellectual capital by complying with the appropriate knowledge management processes and procedures.
- Continuous communication to other SAICA staff and the SAICA Executive in order to keep them up to date, on a regular basis, on all related issues.
- Assisting colleagues within the division as well as other SAICA staff where required and appropriate.

Output 8: Embrace and drive organisational transformation

- Actively contribute to cost containment efforts by identifying opportunities for operational efficiencies, optimising resources, and ensuring value-driven decision-making in daily activities.
- Support SAICA’s transformation into an insights-driven organisation by leveraging data and analytics to enhance decision-making, improve processes, and drive continuous improvement in your area of work
- Effectively utilise digital tools and technology to enhance productivity, streamline workflows, and improve service delivery. Stay informed about new and emerging technologies relevant to your role
- Adopt and embrace AI-driven tools and automation to enhance efficiency, accuracy, and effectiveness in job-related tasks, while continuously seeking opportunities to improve processes through innovative technology solutions
- Identify and support SAICA’s management of risks related to sustainability, including environmental risks, regulatory changes and social risks and integrating them into business continuity and risk management plans

Qualifications and Experience

Formal Education	<ul style="list-style-type: none"> • CA(SA)
Technical/ Legal Certification	Knowledge and understanding of: <ul style="list-style-type: none"> • SAICA Constitution, By-laws and structures

	<ul style="list-style-type: none"> • Professional Accountancy Education systems • SAICA Competency Framework (pre and post qualification) • Assessment Processes • Learning and development methodologies (adult learning) • Competency framework development • Course development & course design • CPD policies • Quality assurance processes (recognition of other professional bodies)
Experience	<ul style="list-style-type: none"> • 5 years post qualification in a technical and management environment. • 3 years experience in a learning and development environment (competency framework development, course development, course design etc) • A further qualification in learning and development is advantageous (eg. Higher certificate or diploma in Higher Education / Adult learning and development)

Knowledge and Skills

- Business Acumen - Knowledge and understanding of the principles of business, the application thereof, the opportunities within business and the seizure of such opportunities
- Financial Knowledge - Knowledge and understanding of financial practices and standards prescribed by regulation authorities understand and apply SAICA policies in respect of finance, procurement and contracting)
- Performance management - Understanding performance management policies and procedures
- HR policy and procedures - Understanding HR policies and procedures to support people management processes
- Information Technology - Understanding of ICT prescribed practices and legislative requirements for data security and information management
- Governance and Compliance - Ability to implement and follow governance and compliance procedures (including data regulations and compliance)
- Risk and compliance - Have a basic understanding of risk and risk management frameworks. Understand and follow SAICA's risk management policies and processes
- SAICA CPD Policy - Advanced knowledge and understanding of the SAICA CPD policy
- Education theory (pedagogy) - Advanced knowledge and understanding of education theory to improve the processes of teaching and learning

Location of the job

This job is located at the SAICA Offices in Johannesburg.

Detailed CV to be sent to : recruitment2@saica.co.za

Closing date : 19 June 2026
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No late applications will be accepted. Only shortlisted candidates will be contacted. Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.