



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 14/2020	LEVIES AND GRANTS ADMINISTRATOR SALARY PACKAGE: R 268 750.00 – R 322 500.00	1

MICT SETA seeks to employ a Levies and Grants Administrator responsible for the administration of WSP/ATR process and ensuring that all grant allocations, payments and grant packs are in accordance with compliance standards and the policies and procedures of the MICT SETA. The successful incumbent will be based at our Head Office, in Midrand and will report to the **Grants Accountant**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Accounting or equivalent
- 2 - 3 years experience in the administration of Fund and grants disbursements within the public sector or experience within the financial creditors / account administration.

RESPONSIBILITIES

- Receive all WSP/ATR applications, and evaluate for full compliance to the department's checklist and compliance standards
- Capture and process fully compliant applications within 24 hours after final evaluation
- Provide feedback and assistance on all incorrectly compiled applications; and assist in query resolution
- Administer the inter-SETA transfer process and the Skills Portal System
- Request Inter-SETA transfers and payments in accordance with standard operating procedures
- Provide assistance to employers who are registered with the incorrect SETA
- Redirect WSP's to correct SETA when necessary
- Liaise with other SETAs and DHET regarding inter SETA transfers
- Allocate payment requisitions to the relevant contract and inspect requisition batches and support documentation
- Capture invoice/claims on the payment system to ensure accurate grant disbursement
- On a monthly basis, reconcile discretionary grant payments per contract
- Accurately file proof of payments in the contract file for future reconciliations and reference
- Assist with all month end processes, monthly management accounts, bank reconciliations for the Grants Account

- On a monthly basis, generate the mandatory grant disbursement list
- Send and Follow up on banking detail requests sent to employers
- Capture Mandatory grants journals

REQUIRED OUTPUTS

- Send and Follow up on banking detail requests sent to employers
- Update new banking details on the systems and verify before approval
- Verify and upload new Funding agreements into the Commitment schedule
- After payments have been made, adjust/update and maintain the Commitment schedule
- Reconcile project expenses reflected on the Commitment schedule to the general ledger for disbursements
- Provide assistance to the Auditors on all related queries and ensure that payment reports are issued for audit purposes
- Attend to all other queries received from internal and external auditors

REQUIRED SKILLS

- Analytical skills
- Good interpersonal and presentation skills
- Data capturing
- Good communication skills

KNOWLEDGE, ATTRIBUTES AND SKILLS

- High ethical standards
- Honest and trustworthy
- Confidential
- MS Office
- Knowledge of the PFMA
- Knowledge of Treasury Regulations
- Understanding of GAAP
- Thorough grasp of the Public Sector environment

APPLICATION

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) no later than **21 July 2020**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.