



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FREE STATE REGIONAL OFFICE		
REFERENCE NUMBER	POSITION: FIXED TERM CONTRACT FOR 12 MONTHS	NUMBER OF VACANCIES AVAILABLE
FSO: 16/2020	REGIONAL ADVISOR  SALARY PACKAGE: R 356 900.00 – R 535 350.00	1

MICT SETA seeks to employ a Regional Advisor Free State to coordinate the accurate and timeous registration of students on learning programmes in line with stipulated requirements within MICT SETA. The successful incumbent will be based at our Free State Office and will report to the **Free State Regional Manager**.

### MINIMUM REQUIREMENTS

- Degree in Administration or equivalent
- 6 years experience in ETQA or similar role.

### RESPONSIBILITIES

- Oversee the registration of learners on learnerships and skills programmes.
- Verify learnership agreements and employment contracts submissions together with supporting documentation.
- Ensure that the workplace where practical training will occur has been approved.
- Ensure that the qualification being studied towards in the learnership is registered with South African Qualifications Authority (SAQA)
- Ensure that unit standards within a skills programme are registered with SAQA.
- Ensure that learning programmes related to learnerships and skills programmes are registered with MICTSETA and the Department of Higher Education and Training (DHET).
- Ensure requirements set by DHET are adhered to.
- Monitor that learner programme Service Level Agreements are adhered to.
- Verify information received from training providers against registration compliance standards to ensure all requirements have been adhered to.
- Provide accurate weekly reports to Manager related to current status of all learnerships and skills programmes currently in progress.
- Quality assure all administrative tasks undertaken by Administrators including Funding agreements, approval letters and learner's admission Forms.
- Request Administrators to generate grant payment requests as per service level agreements upon confirmation that deliverables have been met.

- Conduct site visits and collate reports on work experience interventions.
- Assist Skills Development Facilitators with learnerships and skills programmes related queries (i.e. recommended duration, Format of training).
- Attend project review meetings to provide guidance to employers on programme performance as per the service level agreement, understand the current project status and offer guidance and assistance to address identified performance gaps of training providers.
- Assist training providers with the learner registration process by providing guidance on the requirements, provision of latest MICTSETA learnership agreements and employment contracts (where applicable), highlighting non-adherence to requirements and indicating remedial actions to be undertaken to allow for the registrations to move forward.
- Ensure employers meet deliverables through regular monitoring of all learnerships and skills programmes.
- Monitor the number of learners intended for learnerships and / or skills programme projects vs actual learners participating in the project and address identified gaps.
- Ensure learnerships and skills programmes projects conclude on time as per service level agreements.
- Promote best practice in learnerships and skills programmes implementation through maintenance of strict and consistent quality assurance standards.
- Ensure that the relevant percentage of portfolios of evidence is quality assured to ensure that the minimum requirements for achievement of qualifications are met.
- Provide guidance to training providers on remedial actions required if portfolios of evidence do not meet the required standards.
- Ensure that attendance records of all practical and theoretical training are available as evidence that notional hours have been met.
- Ensure that certificates and / or statements of results are issued timeously to learners that have successfully completed learnerships and skills programmes.

## **REQUIRED SKILLS**

- Administrative
- Relationship Management
- Coordination
- Logical Thinking
- Problem Solving

## **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](mailto:Recruitment@mict.org.za)) no later than **26 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.