



<b>INTERNAL / EXTERNAL ADVERTISEMENT</b>		
<b>DIVISION: FREE STATE REGIONAL OFFICE</b>		
REFERENCE NUMBER	POSITION: FIXED TERM CONTRACT FOR 12 MONTHS	NUMBER OF VACANCIES AVAILABLE
FSO: 17/2020	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 Business Administration or equivalent
- 6 years experience in LPD or similar role.

**RESPONSIBILITIES**

- Liaise with Stakeholders in relation to programme applications.
- Oversee the preparation of spreadsheets / capturing and reviews to ensure correctness of information for evaluations Committee.
- Verify Provider Accreditation with the Quality Assurance in line with Discretionary Grants Policy.
- Participate in the evaluation of applications to provide input as to whether approvals should be granted.
- Create letters of approval / rejection for programmes to be sent to stakeholders to notify about the outcome of applications.
- Draw up provisional learning programme approval agreements with appropriate milestones and time-frames.
- Submit learning programme contracts for verification by Manager.
- Ensure that signed contracts are received and filed in appropriate files.
- Monitor milestones and time-frames of learning programmes in line with MICTSETA policy.
- Quality Assure and verify learners via Management Information System (MIS) prior to registration.
- Liaise with Training Providers of stakeholders in relation to outstanding information.
- Prepare approval spreadsheet and instructs Administrators to process payments.
- Review payment packs for stakeholders and creates memos to monitor payment progress.
- Submit payment packs to Manager for review prior to approval on system in

order for Finance to make payments.

- Conduct regular site visits to ensure that learning programmes are being implemented in line with requirements.
- Assist stakeholders with populating templates and collating required documentation.
- Query outstanding documentation for approved programmes with stakeholders.
- Guide stakeholders on how to address programme related issues.
- Liaise with Manager in relation to programme extensions and prepares letters to stakeholders upon approval.
- Investigate and resolves complaints in relation to Learning Programmes and refers unresolved and complex matters to Manager for intervention.

## 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.