INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: MONITORING AND EVALUATION 25 February 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
M&E: 11/2021	ADMINISTRATOR MONITORING & EVALUATION ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R260 681.00 – R364 976.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator: Monitoring and Evaluation** the primary role of the position is to Assist with day to day operations and administration within the Monitoring and Evaluation division and providing support to the Senior Manager and Advisor: Monitoring and Evaluation.

The successful incumbent will be based at our Midrand office and report to the **Senior Manager: Monitoring and Evaluation.**

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

MINIMUM REQUIREMENTS:

- A national diploma in Business Administration or equivalent
- At least 1 year' administration experience within a related field in the public sector
- MS Office proficiency
- Knowledge of company policies and procedures
- Knowledge of monitoring and evaluation principles
- File management

TECHNICAL COMPETENCIES

- Excellent MS Office skills
- Good administrative skills
- Planning and organising
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- High attention to detail
- Good interpersonal skills
- Ability to work well under pressure
- Customer Centric

ROLES AND RESPONSIBILITIES

Provide overall administrative support to the division

- Provide a support function to the whole Monitoring and Evaluation division.
- Support the operationalisation and implementation of the M&E plan.
- Support the development of relevant processes and activities within the division.
- Attend to stakeholder queries and assist with the provision of relevant information and support to stakeholders.
- Scan and capture Monitoring and Evaluation documents
- Arrange and coordinate all divisional meetings and workshops.
- Minute taking in meetings.
- Ensure Senior Manager: Monitoring and Evaluation's diary is well maintained.

Compliance

- Support the development of high quality templates and tools to assist with the effective management of and continuous improvement within the unit.
- Ensure that all Monitoring and Evaluation programmes comply with statutory, legislative regulations and procedures.
- Contribute to the Unit's reporting on its deliverables and processes.
- Assist with preparation of audits and provide all audit information requested.

Implement and maintain effective filing system

- Consolidate and file site visit reports.
- Ensure reports and relevant forms are submitted by various stakeholders.
- Assist with the maintenance of proper records.
- Establish a systematic filing process.
- Download Bi Tools files for SETMIS Reporting.
- Validation of Data prior reporting.
- Consolidate evidence for Dhet,Internal and External Audit.
- Load SETMIS Report Evidence Document

Ad-hoc tasks

- Perform any additional tasks as assigned by the Monitoring and Evaluation Advisor

Application:
CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert

MICTSETA | Media, Information And Communication Technologies Sector Education And Training Authority
SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

(Recruitment@mict.org.za) by no later than **10 March 2021**. Queries may be directed to 011-207-2611.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.

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