

INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: LEARNING PROGRAMMES 27 May 2021		
REFERENCE NUMBER	POSITION: 6 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
LPD: 23/2021	ADMINISTRATOR: LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: R20 000.00 PM	10

MICT SETA seeks to employ ten (10) fixed term contractors to provide effective and efficient administration function in relation to MICT SETA learning programmes.

The successful incumbents will be allocated across the MICT SETA as follows; four (4) Midrand Office, two (2) Durban Office, two (2) Cape Town Office, one (1) East London Office and one (1) Free State Office.

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

MINIMUM REQUIREMENTS:

- A degree in Administration or equivalent
- At least 4 years experience in Administration within a Similar Environment
- Knowledge and understanding of company policies and procedures

TECHNICAL COMPETENCIES

- Time Management
- Problem Solving
- Administrative
- Interpersonal
- Liaison

BEHAVIORAL COMPETENCIES

- Professional
- Attention to Detail
- Customer Focused
- Efficient
- Dedicated

ROLES AND RESPONSIBILITIES

Data Capturing

- Checks learner and learning programme registrations to ensure that applications are in line with requirements.
- Liaises with Training Providers on outstanding documentation required for registration.
- Verifies supporting documentation to ensure authenticity.
- Captures information on the Management Information System (MIS).
- Generates reports on information captured and submits to Advisor for verification and registration.
- Captures and files discretionary grant applications.
- Assists Advisor with drafting of letters of approval and records on a spreadsheet.

Filing

- Sorts files according to quarters for ease of retrieval during audit process.
- Scans documents from previous years onto MicroFile to create an electronic filing system.

Preparation of File Samples for Audit Process

- Prepares sample for audit purposes for current financial year by printing documentation off the system.
- Prepares samples for audit purposes for previous financial years by tracing documents on the system or physically retrieving CDs from the storeroom.
- Ensures that all documentation is contained in sample as per audit requirements.
- Follows up with Training Providers on outstanding information and submits to Advisor for verification before inclusion into samples.
- Implements audit findings within stipulated timeframe by tracing outstanding documentation on files.

General Administration

- Maintains and reconciles registered learners and enrolled learners for each quarter for comparison with QMR.
- Handles general queries from Training Providers timeously and professionally.
- Submits confirmation of registration to Service Providers upon request.
- Updates the Annual Commitment Register daily after capturing of information in order to track outstanding documentation.
- Verification of compliance documents for DG grant application
- Verification of learner documents

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **10 June 2021**. Queries may be directed to 011-207-2600.

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 highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.