



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: LEARNING PROGRAMMES		
26 July 2021		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LPD: 30/2021	ADVISOR LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R376 530.00 – R564 794.00	1

MICT SETA seeks to employ a suitably qualified and competent **Advisor: Learning Programmes** the primary role of the position is to provide support to employers on learning programme applications and registrations, including the monitoring of implemented programmes in line with stipulated requirements within MICTSETA.

The successful incumbent will be based at our Midrand office and report to the **Manager: Learning Programmes**

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

MINIMUM REQUIREMENTS:

- A bachelor's degree in Business/Public Administration, Human Resources Development or equivalent
- At least 4 years' experience in a similar environment (SETA environment)
- Knowledge of the Skills Development and National Qualifications Framework Acts
- Knowledge of Department of Higher Education & Training (DHET), National Treasury, Auditor General Performance Audit and SETA processes
- Project Management

TECHNICAL COMPETENCIES

- Relationship management
- Problem solving
- Administrative skills
- Coordination skills
- Analytical skills

BEHAVIORAL COMPETENCIES

- Good interpersonal skills
- Customer centric
- Integrity
- Professional with astute attention to detail
- Efficient and effective in meeting deadline and delivering results
- Stress tolerance and works well under pressure

ROLES AND RESPONSIBILITIES

Learning Program Support

- Liaises with Stakeholders in relation to programme applications.
- Oversees the preparation of spreadsheets / capturing and reviews to ensure correctness of information for evaluations Committee.
- Verifies Provider Accreditation with the Quality Assurance in line with Discretionary Grants Policy.
- Participates in the evaluation of applications to provide input as to whether approvals should be granted.
- Creates letters of approval / rejection for programmes to be sent to stakeholders to notify about the outcome of applications.
- Draws up provisional learning programme approval agreements with appropriate milestones and time-frames.
- Submits learning programme contracts for verification by Manager.
- Ensures that signed contracts are received and filed in appropriate files.
- Monitors milestones and time-frames of learning programmes in line with MICTSETA policy.
- Quality Assures and verifies learners via Management Information System (MIS) prior to registration.
- Liaises with Training Providers of stakeholders in relation to outstanding information.
- Prepares approval spreadsheet and instructs Administrators to process payments.
- Reviews payment packs for stakeholders and creates memos to monitor payment progress.
- Submits payment packs to Manager for review prior to approval on system in order for Finance to make payments.

Stakeholder Relations Management

- Conducts regular site visits to ensure that learning programmes are being implemented in line with requirements.
- Assists stakeholders with populating templates and collating required documentation.
- Queries outstanding documentation for approved programmes with stakeholders.

- Guides stakeholders on how to address programme related issues.
- Liaises with Manager in relation to programme extensions and prepares letters to stakeholders upon approval.
- Investigates and resolves complaints in relation to Learning Programmes and refers unresolved and complex matters to Manager for intervention.

Application:

CVs and certified qualifications of suitably qualified persons must be Forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert (Recruitment@mict.org.za) by no later than **04 August 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.