



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FREE STATE REGIONAL OFFICE 12 July 2021		
REFERENCE NUMBER	POSITION: FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
FSO: 26/2021	REGIONAL ADMINISTRATOR ALL INCLUSIVE REMUNERATION: R 20 000.00 PM	1

MICT SETA seeks to employ a Free State Regional Administrator to provide an effective and efficient administration Function in relation to learning programs in the region. The successful incumbent will be based at our Free State Office and will report to the Free State Regional Manager.

MINIMUM REQUIREMENTS

- A National Diploma(NQF 6) in HRM/HRD or Public Administration/Management or equivalent
- At least 1 - 3 years' experience in Administration within a Similar Environment
- Knowledge and understanding of company policies and procedures

This is a Fixed Term Contract set to end on 31 March 2022.

ADMINISTRATIVE RESPONSIBILITIES

- Check learner and learning programme registrations to ensure that applications are in line with requirements.
- Liaise with Training Providers on outstanding documentation required for registration.
- Verify supporting documentation to ensure authenticity.
- Capture information on the Management Information System (MIS).
- Generate reports on information captured and submits to Advisor for verification and registration.
- Capture and files discretionary grant applications.
- Assist Advisor with drafting of letters of approval and records on a spreadsheet.
- Advise Training Providers to apply for moderation.
- Generate acknowledgement letter to send to Training Providers upon requests for moderation.
- Capture Request For Moderator (RFM) from Training Providers for induction and moderation (at different intervals) and exit.
- Ensure that system automatically generates emails to Moderators to gauge their availability.
- Link RFM to the Request For Purchase (RFP) on system for management approval.
- Ensure that system generates appointment letter and Purchase Order (PO) is generated.
- Receive moderation reports, invoices and statements of account and captures GRB for goods received.

- Submit to Supply Chain Management (SCM) department for processing of invoice.
- Monitor learner's progress and advises learners to apply for extensions if behind on programme.
- Terminate learners on system in cases of being too far behind to catch up after approval from Specialist.
- Obtain approval from Specialist to grant further extensions if learners are close to finishing the programmes.
- Receive completed questionnaires from to gauge quality of training, payment of stipends and appointment of Mentor by employers.
- Conduct site visits and conducts face to face interviews with learners to ensure that learners are receiving training as per employer agreement.
- Recommend that Mentors be appointed if no Mentors were allocated.
- Receive requests from employers for termination of learners when learners have left the programme.
- Process requests with reasons upon approval from Manager and updates on the system.
- Submit requests to Manager to update commitment register.
- Check Commitment Registers and informs companies that are not complying with agreements to either deliver on learning programmes or terminate projects once Specialist gives the go ahead.
- Assist Auditors by supplying requested documentation for audit purposes.

RECEPTION RESPONSIBILITIES

- Maintain the switchboard and direct calls to relevant people
- Take accurate messages and forward to the relevant people accordingly and on time
- Assist callers with relevant information as a first point of contact
- Receive and welcome visitors and direct them to the relevant people in a professional manner
- Provide registers to visitors and ensure that they have signed, assist them where necessary
- Provide visitors with electronic equipment register e.g. laptops
- Offer visitors refreshments whilst waiting at the reception area
- Update and distribute the internal telephone list
- Oversee the cleaning and upkeep of the reception area
- Liaise with the housekeeper to ensure that boardroom refreshments are served
- Liaise with staff members through email for bookings of the boardroom on a daily basis
- Record and sign for all parcels delivered
- Liaise with relevant departments to ensure that marketing material/brochures are available at all times
- Perform general administrative support duties as requested by management e.g. typing, filing, data capturing etc

REQUIRED SKILLS

- Analytical
- Relationship Management
- People Management
- Critical Thinking
- Quality Management

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