



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FREE STATE REGIONAL OFFICE		
12 July 2021		
REFERENCE NUMBER	POSITION: FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
FSO: 27/2021	REGIONAL ADVISOR EDUCATION AND TRAINING QUALITY ASSURANCE ALL INCLUSIVE REMUNERATION R 30 000.00 PM	1

MICT SETA seeks to employ a suitably qualified and competent Regional Advisor: ETQA to coordinate the accurate and timeous registration of students on learning programmes in line with stipulated requirements within MICTSETA. The successful incumbent will be based at our Free State Office and will report to the Free State Regional Manager.

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

MINIMUM REQUIREMENTS

- A bachelor's degree in Business/Public Administration, Human Resources Development or equivalent
- At least 4 years' experience in skills development, SETA specific experience will be advantageous
- 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

ADMINISTRATION OF LEARNING PROGRAMMES

- Oversees the registration of learners on learnerships and skills programmes.
- Verifies learnership agreements and employment contracts submissions together with supporting documentation.
- Ensures that the workplace where practical training will occur has been approved.
- Ensures that the qualification being studied towards in the learnership is registered with South African Qualifications Authority (SAQA)
- Ensures that unit standards within a skills programme are registered with SAQA.
- Ensures that learning programmes related to learnerships and skills programmes are registered with MICTSETA and the Department of Higher Education and Training (DHET).
- Ensures requirements set by DHET are adhered to.
- Monitors that learner programme Service Level Agreements are adhered to.
- Verifies information received from training providers against registration compliance standards to ensure all requirements have been adhered to.
- Provides accurate weekly reports to Manager related to current status of all learnerships and skills programmes currently in progress.
- Quality assures all administrative tasks undertaken by Administrators including funding agreements, approval letters and learner's admission forms.

- Requests Administrators to generate grant payment requests as per service level agreements upon confirmation that deliverables have been met.

COORDINATION OF LEARNING PROGRAMMES

- Conducts site visits and collates reports on work experience interventions.
- Assists Skills Development Facilitators with learnerships and skills programmes related queries (i.e. recommended duration, format of training).
- Attends project review meetings to provide guidance to employers on programme performance as per the service level agreement, understand the current project status and offer guidance and assistance to address identified performance gaps of training providers.
- Assists training providers with the learner registration process by providing guidance on the requirements, provision of latest MICTSETA learnership agreements and employment contracts (where applicable), highlighting non-adherence to requirements and indicating remedial actions to be undertaken to allow for the registrations to move forward.
- Ensures employers meet deliverables through regular monitoring of all learnerships and skills programmes.
- Monitors the number of learners intended for learnerships and / or skills programme projects vs actual learners participating in the project and address identified gaps.
- Ensures learnerships and skills programmes projects conclude on time as per service level agreements.
- Promotes best practice in learnerships and skills programmes implementation through maintenance of strict and consistent quality assurance standards.
- Ensures that the relevant percentage of portfolios of evidence is quality assured to ensure that the minimum requirements for achievement of qualifications are met.
- Provides guidance to training providers on remedial actions required if portfolios of evidence do not meet the required standards.
- Ensures that attendance records of all practical and theoretical training are available as evidence that notional hours have been met.
- Ensures that certificates and / or statements of results are issued timeously to learners that have successfully completed learnerships and skills programmes.

REQUIRED SKILLS

- Administrative
- Relationship Management
- Coordination
- Logical Thinking
- Problem Solving

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.