



<b>INTERNAL / EXTERNAL ADVERTISEMENT</b>		
<b>DIVISION: LEARNING PROGRAMMES</b> <b>25 October 2021</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: 6 MONTHS FIXED TERM CONTRACT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>LPD: 38/2021</b>	<b>ADMINISTRATOR: LEARNING PROGRAMMES (RE- ADVERT)</b>  <b>ALL INCLUSIVE REMUNERATION:  R20 000.00 PM</b>	<b>4</b>

MICT SETA seeks to employ suitably qualified and competent **Administrators: Learning Programmes**; the primary role of the position is to provide to provide effective and efficient administration function in relation to MICT SETA learning programmes.

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

**Candidates who previously applied need to re-apply.**

#### **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 of the Skills Development and National Qualifications Framework Acts

#### **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 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 Resources Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **08 November 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.**