



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: 4IR 26 January 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
4IR: 02/2022	ADMINISTRATOR 4IR ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R301 398.00 – R421 957.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator: 4IR** the primary role of the position is to provide to provide effective and efficient administration function to the division in relation to the development of 4IR aligned qualifications.

The successful incumbent will be based at our Midrand office and report to the **Senior Manager: 4IR**

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

MINIMUM REQUIREMENTS:

- A National Diploma in Human Resource/Human Resource Development, Public Management, Project Management, Business Management or equivalent
- At least 1 year experience in Administration within a similar environment (SETA environment)
- Knowledge of the Skills Development and National Qualifications Framework Acts
- General knowledge of the Fourth Industrial Revolution
- Knowledge of Skills Development policy and regulation

TECHNICAL COMPETENCIES

- Time Management
- Problem Solving
- Administration
- Interpersonal
- Stakeholder liaison

BEHAVIORAL COMPETENCIES

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

ROLES AND RESPONSIBILITIES

- Administration of activities of research support towards the development of an integrated strategy on the Fourth industrial revolution (4IR)
- Coordinating and administering the establishment of partnerships
- Scheduling of qualifications development sessions and taking minutes during the sessions
- Liaise with Qualifications Development Facilitators (QDFs) and ensure that all qualifications reports are ready for submission to QCTO
- Receive and verify completeness of all Research Chairs documents from Universities
- Participating in national and regional discussions and conferences on 4IR matters
- Schedule and prepare for all logistics for the 4IR Advisory Committees
- Assisting with the development of the socio-economic impact assessment and 4IR indicators
- Preparation of file samples for audit process
- Prepares sample for audit purposes for current financial year by printing documentation off the system.
- Ensures that all documentation is contained in sample as per audit requirements.
- Follows up with stakeholders on outstanding information and submits to Senior Manager for verification
- Responsible for general administration duties in the division

Application:

CVs and certified qualifications copies 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 **08 February 2022**. 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.