



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: MONITORING AND EVALUATION 29 July 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
M&E: 24/2022	ADMINISTRATOR: MONITORING & EVALUATION ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R276 321.00 – R386 874.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator** to assist with day to day operations and administration within the Monitoring & Evaluation division and provide support to the Senior Manager: Monitoring & Evaluation.

The successful incumbent will be based at the Midrand Office and report to the **Senior Manager: Monitoring and Evaluation**.

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

MINIMUM REQUIREMENTS:

- National Diploma (NQF 6) in Administration or equivalent.
- A minimum of 1 year' experience within a related field within the public sector environment.
- Knowledge of the Skills Development -
- Monitoring and evaluation principles

TECHNICAL COMPETENCIES

- MS Office skills
- Good administrative skills
- Planning and organising
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- Flexibility and adaptability
- Good interpersonal skills
- High attention to detail
- Ability to work under pressure

ROLES AND RESPONSIBILITIES

Provide overall administrative support to the division

- Provide a support function to the whole Monitoring and Evaluation division.
- Support the operationalisation and implementation of the M&E plan.
- Support the development of relevant processes and activities within the division.

- Attend to stakeholder queries and assist with the provision of relevant information and support to stakeholders.
- Scan and capture Monitoring and Evaluation documents
- Arrange and coordinate all divisional meetings and workshops.
- Minute taking in meetings.
- Ensure Senior Manager: Monitoring and Evaluation's diary is well maintained.

Compliance

- Support the development of high quality templates and tools to assist with the effective management of and continuous improvement within the unit.
- Ensure that all Monitoring and Evaluation programmes comply with statutory, legislative regulations and procedures.
- Contribute to the Unit's reporting on its deliverables and processes.
- Assist with preparation of audits relating to performance information.
- Provide all audit information requested to Auditors.

Implement and maintain effective filing system

- Consolidate and file site visit reports to verify reported actual performance.
- Ensure reports and relevant declaration forms are submitted by Programme Managers and follow up on submission where reports are not submitted.
- Assist with the maintenance of proper records
- Establish a systematic filing process accessible by all officials in the Division.

Perform ad hoc tasks

- Perform any additional tasks as assigned by the Monitoring and Evaluation Advisor

Application:

CVs and 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 **03 August 2022**. Enquiries may be directed to 011-207-2600. Should candidates not hear from us (thirty) 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



People with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.