



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES 29 August 2022		
REFERENCE NUMBER	POSITION: 12 Months FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
LPD: 29/2022	ADMINISTRATOR: LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: R20 000.00 PM	01

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

The successful incumbent will be based at Head Office, in Midrand and will report to the **Manager: LPD**.

MINIMUM REQUIREMENTS:

- Bcom (Internal Auditing as one of the majoring subjects)
- A minimum of 1 year experience in Skills development
- Knowledge and understanding of company policies and procedures

TECHNICAL COMPETENCIES

- Time Management
- Problem Solving
- Administrative
- Interpersonal
- Liaison

BEHAVIORAL COMPETENCIES

- Professional
- Attention to Detail
- Customer Focused
- Efficient
- Dedicated
- Numeracy skills

ROLES AND RESPONSIBILITIES

QMR DATA EVALUATION AND AUDITING

- Consolidation of Learning programme reporting indicators
- Auditing QMR Input and validation of data accuracy

- Auditing data vs data captured on SETMIS Files
- Validates learner data Captured on QMR
- Generates reports on information captured and submits to Line Manager, weekly, Monthly and Quartely

Filing

- Sort file according to quarters For ease of retrieval during audit process.
- Scan documents From previous years onto Microfile to create an electronic filing system.

Preparation of File Samples For Audit Process

- Prepare sample for audit purposes for current financial year by printing documentation off the system.
- Prepare samples for audit purposes for previous financial years by tracing documents on the system or physically retrieving CDs from the storeroom.
- Ensure that all documentation is contained in sample as per audit requirements.
- Follow up with stakeholders on outstanding information and submits to the line manager for verification before inclusion into samples.
- Implement audit findings within stipulated timeframe by ensuring that all the learners are reported and supported by evidence.

General Administration

- Maintain Reconciles registered learners and enrolled learners for each quarter for comparison with QMR.
- Handle general queries from DHET pertaining to SETMIS submission
- Submit confirmation of registration to Service Providers upon request.
- Update the Annual Commitment Register daily after capturing of information in order to track outstanding documentation.
- Track reported learners vs the commitment register
- Reconcile Quarterly report and Commitment Register

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 **02 September 2022**. 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.