



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES 12 December 2022		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
LPD: 33/2022	ADMINISTRATOR: LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: R20 000.00 PM	3

MICT SETA seeks to employ suitably qualified and competent **Administrators: 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 incumbents will be based at Head Office, in Midrand and will report to the **Manager: LPD**.

#### MINIMUM REQUIREMENTS:

- A National Diploma(NQF 6) in HRM/HRD or Public Administration/Management or equivalent
- 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

#### ROLES AND RESPONSIBILITIES

Data Capturing

- Check learner and learning programme registrations to ensure that applications are in line with requirements.
- Liaise with Training Providers on outstanding documentation required for registration.
- Verify supporting documentation to ensure authenticity.
- Capture information on the Management Information System (MIS).
- Generate reports on information captured and submit to Advisor for verification and registration.
- Capture and file discretionary grant applications.
- Assist Advisor with drafting of letters of approval and record on a spreadsheet.

### Filing

- Sort files 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 Training Providers on outstanding information and submit to Advisor for verification before inclusion into samples.
- Implement audit findings within stipulated timeframe by tracing outstanding documentation on files.

### General Administration

- Maintain Reconcile registered learners and enrolled learners for each quarter for comparison with QMR.
- Handle general queries from Training Providers timeously and professionally.
- 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.
- administration of setmis files

### 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](mailto:Recruitment@mict.org.za)) by no later than **16 December 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.**