



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: KZN REGIONAL OFFICE 05 December 2022		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
KZN: 32/2022	REGIONAL ADMINISTRATOR ALL INCLUSIVE REMUNERATION: TCTC: (PER ANNUM) R319 482.00 – R447 274.00	1

MICT SETA seeks to employ a suitably qualified and competent **Regional Administrator** to provide an effective and efficient administration function in relation to learning programs in the region. The successful incumbent will be based at our Durban office and report to the **Regional Manager: KZN**.

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

MINIMUM REQUIREMENTS:

- National Diploma (NQF 6) Administration, Human Resources Development, Public Management, Project Management, Business Management, Financial Management, Project Management or equivalent
- A minimum of 1 year' experience in Skills Development
- Knowledge of the Skills Development and National Qualifications Framework Act

TECHNICAL COMPETENCIES

- Skills in Advanced Excel /Software development or VBA for Excel will be added advantage.
- Effective written and verbal communication skills

BEHAVIORAL COMPETENCIES

- Decision making and problem-solving
- Communication skills
- Conflict management
- Working under pressure
- Analytical ability
- Quality and service focus
- Integrity
- Accountable
- Professionalism
- Flexibility and adaptability

ROLES AND RESPONSIBILITIES

ETQA and LPD

- Verify supporting documentation to ensure validity and prepare payment requisitions for disbursements.
- Assist with registration of Assessors and Moderators.
- Supply applicants for accreditation with Accreditation Requirements and upon submission prepare a Compliance Verification report for evaluation.
- Prepare SDP Accreditation Application pack for evaluation by Advisors and presentation to the ETQA committee upon Advisor recommendation.
- Check accuracy of uploaded learner achievements and upon approval generate SoRs.
- Prepare monthly stakeholder registration statistics.
- Check learner registration documents for compliance and accuracy to ensure applications are in line with the MICT Seta requirements.
- Liaise with Training Providers/Employers for submission of outstanding documentation required for registration.
- Maintain accurate database by capturing current Employer/Service Provider information on the Management Information System (MIS).
- Ensure information has been verified by the Advisor prior being captured on the MIS.
- Assist with manual capturing of discretionary grant applications.
- Compile and update Regional Programmes Summary register on a regular basis.
- Track programme implementation progress using the Commitment Register and advise Employers to apply for extensions if the programme implementation will exceed the programme duration.
- Use the MIS to make essential updates on learner/Employer/Service Provider records based on approved requests.
- Receive completed questionnaires gauging quality of training, programme implementation and learner welfare from employers..
- Verify QMR record information for Learners, Providers and Employers.
- Assist Auditors by supplying requested documentation for audit purposes.
- Attend to MIS queries from stakeholders.
- Attend Career Exhibitions across the province.

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.

Supply Chain Duties

- Prepare Petty Cash reconciliation for the Region on a regular basis.
- Assist in Asset verification and Asset Register updates when necessary.
- Procure refreshments on the online system.
- Assist in the preparation of Demand and Procurement Plans for the office.

- Track invoices and record supplier payments on a Supplier Payment spreadsheet.

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 **09 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.