



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: KZN REGIONAL OFFICE 12 December 2022		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
KZN: 34/2022	ADMINISTRATOR: LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: R20 000.00 PM	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**.

MINIMUM REQUIREMENTS:

- National Diploma (NQF 6) Education, Human Resources Development or HRM
- A minimum of 1 year experience in SETA ETOA
- Knowledge of the Skills Development and National Qualifications Framework Act
- Knowledge of the QCTO processes and procedures
- Knowledge of Skills Development policy and regulation
- Knowledge of legislations governing SETAs is advantageous

TECHNICAL COMPETENCIES

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

BEHAVIORAL COMPETENCIES

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

ROLES AND RESPONSIBILITIES

Accreditation administration

- Ensures that all Assessor and Moderator applications and registrations meet QCTO requirements prior to submission to Advisor for verification.
- Provides support on the ETQA administrative system to all stakeholders.
- Receives, records, distributes and tracks all incoming and outgoing correspondence / submissions to improve response time of stakeholder correspondence.
- Enhances stakeholder responsiveness by liaising with Assessors and Moderators in regards to results of applications and expiring registrations.
- Provides documentation upon request to stakeholders.
- Monitors Service Provider's adherence to accreditation requirements.
- Accurately captures Assessor / Moderator application results or re-registrations and provider accreditations on Management Information System (MIS).
- Captures learner achievements immediately following project completion to ensure an accurate and current database.
- Prints and issues certificates within stipulated time period.
- Ensures that Service Providers understand and adhere to certification policies and procedures.
- Maintains the Service Provider details on the Management Information System to ensure accurate and current information.
- Represents MICT SETA at ETQA forums as and when required.

Verification and Printing of Certificates / Statements of Results (SOR)

- Receives exit moderation from Training Provider after MICT SETA's external moderation.
- Verifies each learner against the signed spreadsheet received from Advisor: LPD.
- Validates qualifications by checking individual learners against signed verification report.
- Checks information on Management Information System (MIS) further verify correctness of information.
- Prints certificates and statements of results, embosses and couples the correct certificates and statements of results.
- Submits certificates for signing and scans and uploads onto system for record purposes.
- Contacts Training Providers to advise that certificates are being couriered.
- Courier's certificates to relevant Training Providers within stipulated time periods.
- Receives adhoc hard copies of Declaration of Results (DOR) and verifies against results on system uploaded by Service Provider.
- Updates the database of certificates and learner records.
- Liaises with Providers and maintains up-to-date learner information.
- Assists stakeholders on an adhoc basis in relation to requests for certificates.
- Responds to enquiries relating to certificates by liaising with other internal divisions, if necessary to resolve issues.
- Produces reports on a monthly and quarterly basis.

Registration of Assessors / Moderators and Verification of Learner Results

- Guides applicants on the registration process and completion of required documentation.
- Receives applications and follows up on outstanding documentation in order to complete registration.
- Evaluates and verifies level of experience in line with South African Qualifications Authority (SAQA) requirements for Assessor and Moderator appointments.
- Checks to see that courses offered by MICTSETA have been completed.
- Submits applications to advisor for approval upon completion of site visits.
- Captures approved Assessor and Moderation registrations on Management Information System (MIS).
- Checks that Assessor and Moderation registrations are linked to the correct Service Providers.
- Sends registration letter created by system to applicants.

- Ensures registrations / re - registrations takes place within stipulated time period.
- Files and scans all documentation on ETQA drive for access by colleagues.
- Induct Assessors and Moderators by demonstrating how to upload learners on system.
- Receives Declaration of Results (DOR) and checks against results on system uploaded by Service Provider.
- Checks that results have been moderated and forwards to Advisor to compare to verification report before final approval.

Preparation of File Samples for Audit Process

- Prepares file sample for audit purposes for current financial year by printing documentation off the system.
- Prepares file sample for audit purposes for previous financial years by traces documents on the system or physically retrieving CDs from the storeroom.
- Checks files to ensure that all documentation is contained in sample as per audit requirements.
- Follows up with Training Providers for outstanding information and submits to Senior Manager for verification before inclusion into file samples.
- Implements audit findings within stipulated timeframe by tracing outstanding documentation on 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) 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.