



| INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: CAPE TOWN REGIONAL OFFICE 03 February 2023 | | |
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| REFERENCE NUMBER | POSITION: 12 MONTHS FIXED TERM CONTRACT | NUMBER OF VACANCIES AVAILABLE |
| CPT: 02/2023 | REGIONAL ADVISOR ALL INCLUSIVE REMUNERATION: R30 000.00 PM | 1 |

MICT SETA seeks to employ a suitably qualified and competent **Regional Advisor**; the primary role of the position is to monitor and quality assure learning programmes in the region through regular engagement with provincial stakeholders.

The successful incumbent will be based at our Cape Town Office and will report to the **Regional Manager: CPT**

MINIMUM REQUIREMENTS:

- Bachelor's Degree (NQF 7) in HRM/HRD and or Public Administration/ Management or equivalent;
- At least 4 years working experience in Training and Development (Experience within a Post School Education and Training (PSET) environment will be an added advantage);
- Knowledge of legislations governing SETAs is advantageous;
- Project Management;
- Sound knowledge and experience in stakeholder management;
- Sound knowledge of Administration Systems operations;
- Thorough knowledge and application of the relative framework that guides skills development in general;
- Effective written and verbal communication skills;
- Ability to work under pressure and multi-task;
- Effective report writing skills;
- Valid driver's licence and own vehicle

REQUIRED OUTPUTS

- Liaise with stakeholders in relation to programme applications;
- Prepare spreadsheets / capturing and reviews to ensure correctness of information for evaluations Committee;
- Verify Provider Accreditation with Quality Assurance in line with ETQA Policy;
- Participate in the evaluation of applications to provide input as to whether approvals should be granted;
- Create letters of approval / rejection for programmes to be sent to stakeholders to notify about the outcome of applications;
- Draw up provisional learning programme approval agreements with appropriate milestones and time-frames;

- Submit learning programme contracts for verification by Manager;
- Ensure that signed contracts are received and filed in appropriate files;
- Monitor milestones and time-frames of learning programmes in line with MICT SETA Policy;
- Quality Assure and verify learners via Management Information System (MIS) prior to registration;
- Liaise with Training Providers of stakeholders in relation to outstanding information;
- Prepare approval spreadsheet and instruct Administrators to process payments;
- Review payment packs for stakeholders and create memos to monitor payment progress;
- Submit payment packs to Manager for review prior to approval on system in order for Finance to make payments;
- Ensure adherence to the Service Level Agreement (SLA) that governs the relationships between training providers and employers;
- Ensure that the providers appointed are accredited for the programme approved;
- Check that training providers comply with all of the regulatory and MICT SETA processes;
- Identify unaccredited providers for capacity building interventions;
- Conduct quarterly service provider workshops on capacity building around understanding the anatomy of the qualifications of SAQA;
- Facilitate the registration of Assessors and Moderators in accordance with policies and guidelines;
- Visit organisations in order to monitor the implementation of programmes in line with their QMS;
- Coordinate the checking of learner progression and confirm that enrolled learners are uploaded on the on-line SETA management system;
- Coordinate site verification of moderator reports on completed assessments;
- Ensure certificates are issued in line with the policy and guidelines;
- Effectively communicates MICT SETA's initiatives to support the development of alliances;
- Identify and partner with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions;
- Establish collaborative partnerships with stakeholders to ensure sustainable implementation of MICT SETA Programmes;
- Ensures delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations;
- Implements recommendations from the stakeholders.
- Assist in strengthening collaborative relations with PSET institutions through the established SETA offices.
- Attend to Marketing events and other Career Guidance activities.

REQUIRED SKILLS

- Planning, organising and control
- Accuracy and attention to detail
- Report writing

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management
- Interpersonal, listening and communication

Application:

CVs and certified 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 **12 February 2023**. 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.

