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| <b>INTERNAL / EXTERNAL ADVERTISEMENT</b><br><b>DIVISION: LEARNING PROGRAMMES</b><br><b>10 July 2023</b> |                                                                                                                      |                                      |
| <b>REFERENCE NUMBER</b>                                                                                 | <b>POSITION:</b><br><b>12 MONTH' FIXED-TERM CONTRACT</b>                                                             | <b>NUMBER OF VACANCIES AVAILABLE</b> |
| <b>LPD:</b><br><b>20/2023</b>                                                                           | <b>ADMINISTRATOR LEARNING PROGRAMMES</b><br><b>ALL INCLUSIVE REMUNERATION: TCTC (PER MONTH)</b><br><b>R20 000.00</b> | <b>3</b>                             |

MICT SETA seeks to employ suitably qualified and competent **Administrators: Learning Programmes (Special Projects)**: to provide administrative support to the learning programmes unit, to ensure effective and efficient running of the office, provide superior client service and to support MICT SETA in the execution of the overall strategy.

The successful incumbents will be based at our Midrand Office and will report to the **Manager: Learning Programmes**

**MINIMUM REQUIREMENTS:**

- Matric plus a National Diploma in Education, Human Resources Development/Management or equivalent (NQF level 6)
- Minimum of 1 year experience in skills development
- Knowledge of applicable policies and procedures
- Familiarity with office management procedures and basic accounting principles
- Knowledge of legislations governing SETAs
- Flexibility in working hours will be required to meet the demands of the role
- May be required to work overtime

## REQUIRED OUTPUTS

### Information Data Administration

- 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 Quarterly.
- Sort file according to quarters for ease of retrieval during audit process.
- Checks learner and learning programme registrations to ensure that applications are in line with requirements.
- Liaises with Training Providers on outstanding documentation required for registration.
- Verifies supporting documentation to ensure authenticity.
- Captures information on the Management Information System (MIS).
- Captures and files discretionary grant applications.
- Assists Advisor with drafting of letters of approval and records on a spreadsheet.

### Learning Programmes Administration

- Administration of disbursements of discretionary grants
- Maintain Reconciles registered learners and enrolled learners for each quarter for comparison with QMR.
- Update the Annual Commitment Register daily after capturing of information in order to track invoices/payments.
- Track reported learners vs the commitment register
- Reconcile Quarterly report and Commitment Register.
- Prepare and check requisitions before submission to administrator and Manager.
- Verify the SLA's validity and if the budget is available.

### Risk and Compliance

- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- 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.
- Maintain quality risk management standards in line with relevant requirements.

- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Review related Standard Operating Procedures in consultation with the Officer: Learning Programmes to ensure business optimisation.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **Customer Liaison and Service**

- Handle general queries from DHET pertaining to SETMIS submission.
- Submit confirmation of registration to Service Providers upon request.
- Respond to routine queries and escalate higher-level requests to the relevant staff in the business unit as required.
- Provide support the stakeholders on the submission of relevant documents as per the MICT SETA Standard Operating Procedures.
- Promptly and attentively respond to customer requests within established parameters and time frames.

### **KNOWLEDGE, ATTRIBUTES AND SKILLS**

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness
- Financial administration
- Basic auditing
- Monitoring and Evaluation
- Communication (written and spoken)
- Information and data administration
- Client liaison and relations
- Numeracy
- File management
- Time management
- Report writing
- Organisational and planning
- Decision making
- Professional
- Problem solving and analysis

- Resilience
- Attention to detail and accuracy

**Application:**

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mrs. Boipelo Ramafoko ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **14 July 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.**