

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES 10 July 2023		
REFERENCE NUMBER	POSITION: 12 MONTH' FIXED-TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
LPD: 21/2023	ADVISOR LEARNING PROGRAMMES ALL INCLUSIVE REMUNERATION: TCTC (PER MONTH) R30 000.00	3

MICT SETA seeks to employ suitably qualified and competent **Advisors: Learning Programmes (Special Projects)**: to provide support to employers on learning programmes applications and registrations, including the monitoring of implemented programmes in line with stipulated requirements of MICT SETA.

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

MINIMUM REQUIREMENTS:

- A bachelor's degree in Business/Public Administration, Human Resources Development or equivalent (NQF level 7)
- Minimum of 4 years experience in a similar environment
- Knowledge of the Skills Development and National Qualifications Framework Acts
- Knowledge of Department of Higher Education and Training (DHET), National Treasury, Auditor General Performance Audit and SETA processes
- Project Management
- Flexibility in working hours will be required to meet the demands of the role
- May be required to work overtime
- Valid driver's licence and own vehicle

REQUIRED OUTPUTS

Learning Programme Support

- Conducts site vetting as per the LOI approval flow chart before recommendation for drafting of the SLAs.
- Conduct inductions to relevant stakeholders (learners, training providers and employers) into learning programmes as a means of capacity building. Compile and submit accurate site visit reports with recommendations.
- Verifies Vetting compliance documents in line with Discretionary Grants Policy.
- Participates in providing inputs to DG committee as to whether approvals should be granted.
- Monitors milestones and time-frames of learning programmes in line with SLA.
- Liaises with approved/implementing stakeholders in relation to outstanding information.
- Ensure adherence to the Service Level Agreement (SLA) that governs the relationships between training providers and employers
- Prepares approval spreadsheet and advise Administrators to process payments.
- Submits payment packs to Manager for review prior to approval on system in order for Finance to make payments.

Stakeholder Liaison and Relations

- Liaises with Stakeholders in relation to programme applications.
- Build and maintain relationships with all MICT SETA officers including EXCO, for the purposes of expectations management and knowledge sharing.
- Provide advocacy on matters related to the business unit to make informed decisions.
- Conducts regular site visits to ensure that learning programmes are being implemented in line with requirements.
- Assists stakeholders with populating templates and collating required documentation.
- Queries outstanding documentation for approved programmes with stakeholders.
- Guides stakeholders on how to address programme related issues.
- Liaises with Manager in relation to programme extensions and prepares letters to stakeholders upon approval.
- Investigates and resolves complaints in relation to Learning Programmes and refers unresolved and complex matters to Manager for intervention.
- Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.

Financial Administration

- Prepares approval spreadsheet and advise Administrators to process payments.
- Reviews payment packs for stakeholders..
- Submits payment packs to Manager for review prior to approval for Finance to process payments.
- Provide logistical support to meetings held in the Board Room, to include preparation of meeting and conference rooms and assist in arrangements for catering provisions.
- Assist with the registrations of assessors and moderators (ETQA) as requested.
- Assist with regard to accreditation requirement and check all the document to check if they are in compliant.

Compliance and risk

- 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.
- 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 Manager: Learning Programmes to ensure business optimisation.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration Responsive
- Administration
- Planning and organising
- Monitoring and Evaluation
- Communication (written and spoken)
- Relationship management
- Analytical
- Project management
- Time management
- Report writing
- File and information management
- Problem solving
- Initiative
- Results driven
- Professional
- Stress tolerance
- Good interpersonal relations
- Ability to work independently
- 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) by no later than **19 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.