



<b>INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEARNING PROGRAMMES 14 November 2023</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: 12 MONTHS FIXED TERM CONTRACT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>LPD: 29/2023</b>	<b>ADMINISTRATOR: LEARNING PROGRAMMES  ALL INCLUSIVE REMUNERATION: R20 000.00 PM</b>	<b>4</b>

MICT SETA seeks to employ a suitably qualified and competent **Administrator: Learning Programmes** to provide administrative support to the Learning Programmes unit to ensure the effective and efficient running of the office, provide superior client service and to support the MICT SETA in the execution of the overall strategy.

The successful incumbent will be based at Head Office, in Midrand and will report to the **Manager: Learning Programmes**.

#### **MINIMUM REQUIREMENTS:**

- National Diploma in Financial Accounting/Management or equivalent (NQF 6)
- 1-2 Years in Administration or another relevant field
- A 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 demands of the role.
- May be required to work overtime.

#### **ROLES AND RESPONSIBILITIES**

##### **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 stakeholders on outstanding documentation required for registration.
- Verifies supporting documentation to ensure authenticity.
- Captures information on the Learner Management Information System .
- Captures and files discretionary grant applications.

## 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

- identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- 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.
- Respond to routine queries and escalate higher-level requests to the relevant staff in the business unit as required.
- Provide support to 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.

## VALUES:

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

## BEHAVIOURAL:

- Organisational and planning
- Decision making
- Professional
- Problem solving and analysis
- Interpersonal relations
- Resilience
- Attentive to detail and accuracy

## FUNCTIONAL:

- Financial Administration
- Basic Auditing
- Verbal and written communication skills
- Client Liaison and relations
- Information and Data Administration
- Data Capturing
- File Management
- Time management
- Numeracy

### **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](mailto:Recruitment@mict.org.za)) by no later than **18 November 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.**

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)