

INTERNAL / EXTERNAL ADVERTISEMENT LEARNING PROGRAMMES 09 January 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
LP: 01/2024	ADVISOR LEARNING PROGRAMMES R530 800.00 – R740 600 CTC PER ANNUM	3

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

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

#### MINIMUM REQUIREMENTS:

- Minimum of a Bachelor's Degree in Business/Public Administration, Human Resources Development or equivalent (NQF level 7)
- Minimum of 4 years' experience in a SETA environment
- Knowledge of the Skills Development and National Qualifications Framework Acts
- Knowledge of the 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 demands of the role
- May be required to work overtime
- A valid driver's license and own vehicle

#### REQUIRED OUTPUTS

##### Learning Programmes 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.
- 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 Site Visits Reports and submits recommendations to the Administrators to process payments.
- Submits site vetting and monitoring reports packs to the Manager for review prior to approval on the system in order for Finance to make payments.

### **Stakeholder Liaison and Management**

- 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

### **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.
- 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
- Collaborative
- Ethical
- Relationship management and problem solving
- Advanced communication

- Report writing
- Professional
- Attention to detail
- Ability to work independently
- Results driven

**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 **18 January 2024**. 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.**