

<b>INTERNAL / EXTERNAL ADVERTISEMENT</b>		
<b>DIVISION: 4IR</b>		
<b>18 March 2024</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: PERMANENT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>4IR: 13/2024</b>	<b>ADMINISTRATOR 4IR ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R305 100.00 – R412 700.00</b>	<b>1</b>

MICT SETA seeks to employ suitably qualified and competent **Administrators: 4IR** to provide administrative support to the division in relation to the implementation of Integrated Digital Skills Strategy (IDSS).

The successful incumbents will be based at our Midrand Office and will report to the **Senior Manager: 4IR**

#### MINIMUM REQUIREMENTS:

- A National Diploma in Human Resource/Human Resource Development, Public Management, Project Management, Business Management or equivalent.
- At least 3 year experience in Administration within a similar environment (SETA environment).
- Knowledge of the Skills Development and National Qualifications Framework Acts
- General knowledge of the Fourth Industrial Revolution
- Knowledge of Skills Development policy and regulation
- Willingness to work extra hours.

#### REQUIRED OUTPUTS

##### 4IR Administration Support

- Administration of activities of research support towards the development of an integrated strategy on the fourth industrial revolution (4IR).
- Receive and verify completeness of all Research Chairs documents from universities.
- Coordinating and administering the establishment of partnerships.
- Draft the MOUs for established partnerships.

- Scheduling of qualifications development sessions and taking minutes during the sessions.
- Liaise with Qualifications Development Facilitators (QDFs).
- Participate and contribute in the 4IR forums.
- Attend discussions and conferences on 4IR matters.
- Schedule and prepare for all logistics for the 4IR Advisory Committees.
- Support the Development and implementation of the integrated Skills Strategy for MICT SETA.
- Participate in the deliberations of the meetings as appropriate.
- Assist the establishment of the 4IR.
- Support the development of the socio-economic impact assessment and 4IR indicators.
- Follows up with stakeholders on outstanding information and submits to Senior Manager for verification.
- Support the establishment of the 4IR learning factory/Labs and incubations.
- Support the MICT SETA Automation Project.
- Provide support in terms of the administration of data visualizations related to 4IR.
- Analyze and interpret data, product trends and recommend to MICT SETA to develop occupational learning programmes that address future skills gaps and future work.
- Administer and maintain 4IR division files.
- Provide administrative support on the implementation of Research Chairs.

### **General Office Administration**

- Ensure general secretarial work including typing, answering telephones, managing diaries, appointments and arranging meetings.
- Receive and send correspondence on behalf of the Office.
- Proactively coordinate the pre-planning of trips, including arranging appropriate travel and accommodations, agendas, necessary contacts, itineraries, visas, marketing materials and other necessary preparations.
- Draft and type letters, reports, memos and ensure that all documents are formatted to professional standard.
- Schedule and coordinate Committee meetings and coordinate the necessary documentations and meeting packs.
- Compile, transcribe, and distribute minutes of meetings when required.
- Oversee logistics and preparation of materials for meetings.
- Attend and minute proceedings of meetings as directed by the Senior Manager.
- Follow up on departmental meeting outcomes, (e.g., resolutions, deliverables, and actions) Follow up on departmental meeting outcomes, (e.g. resolutions, deliverables, and actions).

### **Risk and Compliance**

- Prepare file samples for audit process.
- Prepares sample for audit purposes for current financial year by printing documentation off the system.
- Ensures that all documentation is contained in sample as per audit requirements.

- Ensure adherence to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **Customer and Client Relations**

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Senior Manager.
- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customer to ensure solution meets request.
- Receive clients, stakeholders, and guests on behalf of the Office.

### **Budget and Financial Administration**

- Support budgeting and bookkeeping procedures.
- Ensure Supply Chain management process are followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the Division.
- Prepare quotations, requisitions and receipting on for goods and services received and ensure invoices are paid on time.

### **SYSTEM SKILLS:**

- Microsoft Office Suite – Intermediate Level

### **VALUES**

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

### **BEHAVIOURAL COMPETENCIES**

- Professional
- Efficient
- Problem solving
- Results Driven
- Interpersonal relations
- Dedicated
- Honesty
- Initiative
- Resilience
- Attentive to detail and accuracy

## FUNCTIONAL COMPETENCIES

- 4IR
- Administration
- Planning and organising
- Time Management
- Fourth Industrial Revolution
- Problem Solving
- Written and Verbal Communication
- Stakeholder liaison
- Basic bookkeeping

### **Application:**

Please click the link to apply <https://forms.office.com/r/LgkUc2wKxK> by no later than **23 March 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.**

**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/>)