

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: MONITORING & EVALUATION 04 March 2024		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
M&E: 04/2023	ADMINISTRATOR: MONITORING & EVALUATION ALL INCLUSIVE REMUNERATION: R20 000.00 PM	1

MICT SETA seeks to employ a suitably qualified and competent **Monitoring & Evaluation Administrator** to provide administrative support to the business unit and to assist with performance information data validation, verification, analysis, and associated reporting.

The successful incumbent will be based at Head Office, in Midrand and will report to the **Senior Manager: Monitoring & Evaluation**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12
- National Diploma (NQF 6) in Business administration or equivalent
- A minimum of 1 year' experience within a related field within the public sector
- Knowledge of the Skills Development
- Monitoring and evaluation principles
- General understanding of database management and system integration / interfacing
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- Valid driver's License

ROLES AND RESPONSIBILITIES

Monitoring and Evaluation Administration

- Obtaining source data reports and compare with extraction files against performance indicators.
- Identifying discrepancies and determining the root cause.
- Communicating root cause for correction and tracking processing.
- Ensuring extraction files are signed off for approval prior to quarterly submission.
- Compiling quarterly performance based on source data and populating the data on the Dashboard.
- Ensuring quarterly performance reports are verified and approved by management.
- Performing data analysis and data validation.
- Identifying and recommending systems and process improvements.
- Identifying historical data gaps and errors and implementing process to address these.
- Diagnose and troubleshooting database errors.
- Reconcile data submissions (quarterly performance reports, learner MIS, SETMIS files,

- Conduct onsite monitoring to verify performance information to ascertain the accuracy, existence, completeness, validity and compliance with relevant legislations and MICT SETA policies.
- Perform administration duties as delegated.
- Support the operationalisation and implementation of the M&E plan.
- Support the development of relevant processes and activities within the division.

Office Administration

- Manage, coordinate, and assist in the administration and clerical support of the division to facilitate the smooth running thereof.
- Provide effective administrative support to ensure smooth running of the division.
- Coordinate interaction between the division and other division/departments, management, employees, and other stakeholders.
- Coordinating office activities and operations to secure efficiency and compliance to MICT SETA policies.
- Keep stock of office supplies and place orders when necessary
- Answer calls and handle enquiries as far as possible
- Process travels related documents for the Division.
- Develop and maintain a filing system and maintain divisional records in line with approved policies.
- Maintain a professional image and climate in the department.
- Ensure delivery of important documents on behalf of the division.
- Support division with all office administration tasks.
- Ensure compliance with health & safety regulations and policies.
- Ensure general secretarial work including typing, answering telephones, managing diaries, appointments and arranging meetings.
- Arrange functions on behalf of the Division.
- Minute taking in meetings.
- Ensure Senior Manager: Monitoring and Evaluation's diary is well maintained.

Client Services

- 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 Division.

Risk and Compliance

- Ensure that the division adheres to all organizational deadlines.
- Assist with the submission of mandatory reports and information.
- Prepare reports by collecting information for the Senior Manager.
- Co-ordinate and compile the department's monthly and quarterly reports. Edits and proofreads reports and presentations.
- Track commitments, report deadlines and manage follow-ups.
- Process all documentation according to MICT SETA policies and procedures as well as document control principals, within specified set time frames to ensure 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.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the MICT SETA.

- Ensure that all Monitoring and Evaluation programmes comply with statutory, legislative regulations and procedures.
- Assist with preparation of audits relating to performance information.
- Provide all audit information requested to Auditors.

Financial Administration

- Support budgeting and record keeping procedures.
- Ensure Supply Chain management process are followed when making the necessary requisitions, travel arrangements, including flights, accommodation, hire cars, etc. for the Section.
- Assist with submission of specification of required goods.
- Assist in reduction of wasteful expenditure by assisting the Senior Manager in ensuring that all minor work done by sub-contractors is executed.

VALUES:

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

FUNCTIONAL:

- Monitoring and Evaluation
- Data management
- Verbal and written communication skills
- Time management
- Administration
- Report Writing

BEHAVIOURAL:

- Organisational and planning
- Decision making
- Initiative
- Resilience
- Creative and critical thinking skills
- Listening skills
- Professional and accountable
- Achievement Orientation
- Attention to detail.
- Emotionally resilient (able to cope under pressure)
- Problem-solving and analysis
- Interpersonal relations
- Honesty and integrity
- Flexibility and adaptability

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) by no later than **08 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/>)

