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INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: KZN REGIONAL OFFICE		
05 June 2024		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
KZN: 18/2024	REGIONAL ADMINISTRATOR ALL INCLUSIVE REMUNERATION R21 700 .00 PM	1

MICT SETA seeks to employ a suitably qualified and competent **Regional Administrator**, to provide an effective and efficient administration function in relation to ETQA and learning programmes in the region.

The role will be based at our Durban office and will report to the **Regional Manager: KZN**.

#### MINIMUM REQUIREMENTS:

- National Diploma (NQF 6) Administration, Human Resources Development, Public Management, Project Management, Business Management, Financial Management, Project Management or equivalent
- Minimum three (3) years' secretarial and or administration experience
- A minimum of 1 year' experience in Skills Development
- Skills in Advanced Excel /Software development or VBA for Excel will be added advantage.
- Knowledge of the Skills Development and National Qualifications Framework Act
- Familiarity with office management procedures and basic accounting principles
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.

#### ROLES AND RESPONSIBILITIES

##### ETQA and LPD Administration

- Assist with registration of Assessors and Moderators.
- Supply applicants for accreditation with Accreditation Requirements and upon submission prepare a Compliance Verification report for evaluation.
- Prepare SDP Accreditation Application pack for evaluation by Advisors and presentation to the ETQA committee upon Advisor recommendation.
- Check accuracy of uploaded learner achievements and upon approval generate SoRs.
- Prepare monthly stakeholder registration statistics.

- Check learner registration documents for compliance and accuracy to ensure applications are in line with the MICT Seta requirements.
- Liaise with Training Providers/Employers for submission of outstanding documentation required for registration.
- Maintain accurate database by capturing current Employer/Service Provider information on the Management Information System (MIS).
- Ensure information has been verified by the Advisor prior being captured on the MIS.
- Assist with manual capturing of discretionary grant applications.
- Compile and update Regional Programmes Summary register on a regular basis.
- Track programme implementation progress using the Commitment Register and advise Employers to apply for extensions if the programme implementation will exceed the programme duration.
- Use the MIS to make essential updates on learner/Employer/Service Provider records based on approved requests.
- Receive completed questionnaires gauging quality of training, programme implementation and learner welfare from employers..
- Compile & verify QMR record information for Learners, Providers and Employers.
- Attend Career Exhibitions across the province.

### **Stakeholder Liaison**

- Attend to MIS queries from stakeholders.
- 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 department.

### **General Office Administration**

- Manage, coordinate and assist in the administration and clerical support of the departments to facilitate the smooth running thereof.
- 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 travel related documents for the department.
- Develop and maintain a filing system and maintain departmental records in line with approved policies.

### **Risk & Compliance**

- 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.
- Prepares sample for audit purposes for current financial year by printing documentation off the system.

- Prepares samples for audit purposes for previous financial years by tracing documents on the system or physically retrieving CDs from the storeroom.
- Ensures that all documentation is contained in sample as per audit requirements.
- Follows up with Training Providers on outstanding information and submits to Advisor for verification before inclusion into samples.
- Implements audit findings within stipulated timeframe by tracing outstanding documentation on files.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **Financial Administration**

- Support budgeting and bookkeeping procedures.
- Prepare Petty Cash reconciliation for the Region on a regular basis.
- Assist in Asset verification and Asset Register updates when necessary.
- Procure refreshments on the online system.
- Assist in the preparation of Demand and Procurement Plans for the office.
- Ensure Supply Chain management processes are followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the department.
- Prepare quotations, requisitions and receipting on for Goods and Services received and ensure invoices are paid on time.
- Assist in reduction of wasteful expenditure by assisting the Manager in ensuring that all minor work done by sub-contractors is executed.
- Prepare payment requisitions for projects payment disbursements
- Track invoices and record supplier payments on a Supplier Payment spreadsheet.

### **SYSTEM SKILLS:**

- Microsoft Office Suite
- Excel /Software development or VBA for Excel

### **VALUES**

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

### **BEHAVIOURAL COMPETENCIES**

- Organisational and planning
- Decision making and Problem Solving
- Interpersonal relations
- Team leadership

- Working under pressure
- Analytical ability
- Quality and service focus
- Integrity
- Accountable
- Professionalism
- Flexibility and adaptability
- Attentive to detail and accuracy

## FUNCTIONAL COMPETENCIES

- Administration
- Financial Administration
- Supply Chain Administration
- Stakeholder Liaison
- Communication (Verbal and Written)
- Records Management
- Report Writing
- Basic Risk Management
- Time Management

### **Application:**

Please click the link to apply <https://forms.office.com/r/VGEk8iAhzV> by no later than **10 June 2024**

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that 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/>)