

INTERNAL / EXTERNAL ADVERTISEMENT LEARNING PROGRAMMES 23 January 2024		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
LP: 03/2025	ADVISOR LEARNING PROGRAMMES R32 550 PER MONTH	1

MICT SETA seeks to employ a suitably qualified and competent **Advisor 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 **Senior 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 Training and Development
- 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 in line with DG Minutes recommendation .
- 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 Service Level terms and conditions.
- Liaises with approved/implementing stakeholders in relation to outstanding information.
- Ensure adherence to the Service Level Agreement (SLA) that governs the interactions between training providers and employers.
- Prepares site visits recommendation approval and advise Administrators to process payments.
- Submits site visits payment packs to Manager for review prior to approval on system in order for Finance to make payments.

Stakeholder Liaison and Management

- Liaises with Stakeholders in relation to programme applications and implementation .
- 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 site visits reports recommendations
- 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:

Please click the link to apply <https://forms.office.com/r/itbsuns87u> by no later than **01 February 2025**. Queries may be directed to 011-207-2600. 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/>)