

INTERNAL / EXTERNAL ADVERTISEMENT SECTOR SKILLS PLANNING 23 June 2025		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
SSP: 20/2025	ADMINISTRATOR SECTOR SKILLS PLANNING R317 778.00 – R419 013.00 CTC PER ANNUM	1

MICTSETA seeks to appoint a suitably qualified **Administrator Sector Skills Planning** to provide administrative support to the Sector Skills Planning unit to ensure the effective and efficient running of the business unit, provide superior client service and to support the MICTSETA in the execution of the overall strategy.

The successful incumbent will be based at our Midrand Office and will report to the **Manager Sector Skills Planning**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus a National Diploma in Human Resource Development/ Administration or another related field or equivalent (NQF level 6)
- Minimum three (3) years' administration experience
- Knowledge of relevant legislature such as Skills Levy Act, SAQA Act, PFMA
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.

REQUIRED OUTPUTS

Sector Skills Planning Administration

- Coordinates and monitors timely submission of WSP and ATRs by all organisations in the sector.
- Evaluates and file Workplace Skills Plans and Annual Training Reports for outstanding information or documents where required.
- Updates related documents for information gathering for the Workplace Skills Plans (WSP).
- Addresses employer queries in respect of the Organising Framework of Occupations (OFO) codes.
- Support the verification of the SDFs and number of organisations.
- Acknowledges reports received from employers and maintains the levy paying employer database.

- Provides accurate and timeous reporting on Workplace Skills Plan and Annual Training Report submissions.
- Keeps management informed of the success in the increase of WSP and ATR submissions as this informs the Sector Skills Plan.
- Maintains the register of Skills Development Facilitator's to ensure an accurate and reliable database for use by registered levy paying companies.
- Ensures that scarce and critical skills are correctly uploaded on the system.

Stakeholder Services and Liaison

- Engage with the stakeholders on capacity building and training them on how to submit the WSP and ATR.
- Ensures all queries and requests from stakeholders are handled timeously.
- Assist with the SDF applications.
- Ensures beneficiaries of grant payments are kept informed of the status of grant payments to ensure positive stakeholder relations.
- Renders support of the SDFs, HR practitioners and Training Committees to improve the quality of skills development interventions in the sector.
- Support new companies that wish to submit their WSPs when necessary.
- Providing feedback to the stakeholders like the approval letters that they will use for the BBBEE purposes.
- Data collection and filing.

Risk and Compliance

- Assist with the submission of mandatory reports and information.
- Prepare reports by collecting information for the Manager.
- Prepares file sample for audit purposes for current financial year by printing documentation off the system.
- Prepares file sample for audit purposes for previous financial years by traces documents on the system or physically retrieving CDs from the storeroom.
- Checks files to ensure that all documentation is contained in sample as per audit requirements.
- Follows up with Training Providers for outstanding information and submits to Manager for verification before inclusion into file samples.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

VALUES, FUNCTIONAL AND BEHAVIOURAL COMPETENCIES

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

- Organising Framework of Occupations (OFO) codes
- Administration and organisational skills
- Verbal and written Communication
- Data collection and ordering
- Time management
- Financial Administration
- Report Writing
- File and information management
- Problem analysis and problem-solving
- Attention to detail and accuracy
- Adaptability
- Confidentiality
- Initiative
- Stress tolerance
- Interpersonal Relations
- Ability to work independently.
- Committed

Application:

Please click the link to apply <https://forms.office.com/r/iG4pxvrPvh> by no later than **27 June 2025**.

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/>)