

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: EAST LONDON REGIONAL OFFICE 08 AUGUST 2025		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
EL: 26/2025	REGIONAL ADVISOR  ALL INCLUSIVE REMUNERATION  R35 479.50 PM	1

MICTSETA seeks to employ a suitably qualified and competent **Regional Advisor**, the purpose of the position is to monitor, and quality assure learning programmes in the region through regular engagement with provincial stakeholders.

The role will be based at our Western Cape office and will report to the **Regional Manager: East London**.

#### MINIMUM REQUIREMENTS:

- Bachelor's Degree (NQF 7) in HRM/HRD and or Public Administration/ Management or equivalent
- Project Management Qualification would be an advantage
- Postgraduate Qualification in ODET will be advantageous
- At least 4 years working experience in Training and Development
- Experience within a Post School Education and Training (PSET) environment will be an added advantage
- 2 Years project management experience
- Relevant legislation (i.e. Skills Development Act, Skills Levies Act, SAQA Act, etc.)
- Knowledge of the SETA Sector
- Assessor and Moderation Principles
- Sound knowledge and experience in stakeholder management.
- Sound knowledge of Administration Systems operations
- Thorough knowledge and application of the relative framework that guides skills development in general
- Knowledge of adult learning strategies and methodologies
- Must be in possession of a valid driver's license and own motor vehicle

#### OTHER REQUIREMENTS:

- Thrives in fast-paced, high-pressure environments, demonstrating resilience, adaptability, and effective time management under tight deadlines.
- Willing and able to work extended hours, including after-hours event attendance, as required.
- Willing to travel nationally on behalf of MICT SETA

- Perform any other duties that may be assigned from time-to-time environment and ensure that appropriate operational controls are implemented to address new requirements

## **ROLES AND RESPONSIBILITIES**

### **Learning Programmes & Projects Coordination**

- Provide input into province operational plan and reporting.
- Ensure successful implementation of Learning Programmes within the Region, prepare for implementation, monitor progress and closure of the programmes.
- Drive and ensure the effective design, implementation and monitoring of projects within the regional office.
- Act as Project coordinator for all regional engagements.
- Liaise with stakeholders in relation to programme applications.
- Prepare spreadsheets / capturing and reviews to ensure correctness of information for evaluations Committee.
- Participate in the evaluation of applications to provide input as to whether approvals should be granted.
- Create letters of approval / rejection for programmes to be sent to stakeholders to notify about the outcome of applications.
- Draw up provisional learning programme approval agreements with appropriate milestones and timeframes.
- Submit learning programme contracts for verification by Manager.
- Collating and quality assuring regional document submissions.
- Ensure that signed contracts are received and filed in appropriate files.
- Monitor milestones and timeframes of learning programmes in line with MICT SETA Policy.
- Quality Assure and verify learners via Management Information System (MIS) prior to registration.
- Liaise with Training Providers of stakeholders in relation to outstanding information.
- Ensure adherence to the Service Level Agreement (SLA) that governs the relationships between training providers and employers.
- Ensure that the providers appointed are accredited for the programme approved.
- Check that training providers comply with all of the regulatory and MICT SETA processes.
- Coordinate the checking of learner progression and confirm that enrolled learners are uploaded on the on-line SETA management system.
- Coordinate and conduct monitoring site visits on all the projects and provide reports and lessons learnt at the end of projects.
- Ensure that all admin files are complete according to the evidence requirements for application, commencement, progress, closure and monitoring reporting.
- Write reports on monitoring, site visits and lessons learnt at the end of projects.
- Complete regional project reports on a monthly basis.

### **Quality Assurance Support**

- Verify Provider Accreditation with Quality Assurance in line with ETQA Policy.
- Identify unaccredited providers for capacity building interventions.

- Conduct quarterly service provider workshops on capacity building around understanding the anatomy of the qualifications of SAQA.
- Facilitate the registration of Assessors and Moderators in accordance with policies and guidelines.
- Visit organisations in order to monitor the implementation of programmes in line with their QMS.
- Coordinate site verification of moderator reports on completed assessments. Ensure certificates are issued in line with the policy and guidelines.

### **Clients & Stakeholder Relations**

- To support the regional manager in developing partnerships with MICT SETA stakeholders and public and private training providers to enhance and ensure that MICT SETA offerings impact positively in the region.
- To develop relationships between public training providers and employers to facilitate work exposure for learners in their respective disciplines.
- Effectively communicates MICT SETA's initiatives to support the development of alliances.
- Arrange and/ or facilitate meetings with employer worksites and providers to; build relationships; prepare the employers for implementation of MICT SETA projects and monitor progress.
- Identify and partner with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions.
- Establish collaborative partnerships with stakeholders to ensure sustainable implementation of MICT SETA Programmes.
- Ensures delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Implements recommendations from the stakeholders.
- Implement marketing and communication initiatives in the region through Communications and Marketing department.
- Act as general client liaison for MICTSETA funded projects, address and resolve stakeholder queries timeously.
- Facilitate, maintain, and support partnerships with HEIs, FETs and other relevant partners in the region in line with the National plan.
- Conduct workshops in the province to teach people and stakeholders about WSP, ATR, PTP and PTS
- Assist in strengthening collaborative relations with PSET institutions through the established SETA offices.
- Assists employers and SDFs with queries on reporting requirements and follow up when necessary.
- Attend to Marketing events and other Career Guidance activities.
- Assist employers in the region with Workplace Skills Plan preparation, implementation of training plans, and provide support on the quarterly monitoring report function.
- Conduct training sessions (SSP information, SDF forums, etc.)
- Act as an MICT SETA representative at skills development forum as requested.
- To travel to and within selected regions whilst representing the MICT SETA at the various stakeholder forums, training events, employer site-visits, including Skills Development related events by stakeholders.

## **Project Financial Administration**

- Ensure that regional projects are well coordinated, managed efficiently and effectively according to schedule and budget.
- Prepare approval spreadsheet and instruct Administrators to process payments.
- Review payment packs for stakeholders and create memos to monitor payment progress.
- Submit payment packs to Manager for review prior to approval on system in order for Finance to make payments.
- Drawing up the terms of reference and secure budgets for the procurement of goods and services and venues where necessary.
- Process project and grant payments and liaises with stakeholders on payment related queries.
- Complete reconciliation on all regional projects to establish funding and refunds if required.

## **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.
- Ensure adherence to the Service Level Agreement (SLA) that governs the relationships between training providers and employers.
- Provide information necessary for and specific compliance activities related to audits (internal, external audits and Department of Higher Education and Training (DHET) visits) by amongst other things making information readily available during audits for example when training took place.
- Ensure that the providers appointed are accredited for the programme approved.
- Check that training providers comply with all of the regulatory and MICT SETA processes.
- Ensures delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Assist in the preparation for internal and external audits.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

## **SYSTEM SKILLS:**

- Microsoft Office Suite

## **VALUES**

- Customer Centricity
- Ethical
- Innovative

- Committed
- Meritocracy
- Collaboration
- Responsiveness

### BEHAVIOURAL COMPETENCIES

- Planning and Organising
- Decision making
- Networking
- Deadline Driven
- Problem solving and Analysis.
- Interpersonal Relations
- Team Player
- Ability to work under pressure and multi-task.
- Honesty and Integrity
- Attentive to detail and accuracy

### FUNCTIONAL COMPETENCIES

- Quality Assurance Management
- Assessor and Moderation Principles
- Project Management
- Financial Management
- Stakeholder Management and Relations
- Facilitation
- Information Management
- Financial Management
- Good Report Writing
- Business Writing Skills
- Communication (Verbal and Written)
- Risk Management

### **Application:**

Please click the link to apply <https://forms.office.com/r/M0CN0NRufA> by no later than **18 August 2025**

Queries may be directed to 010-055-7950.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications 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/>)

### **Verification and Vetting Disclaimer**

MICT SETA reserves the right to conduct comprehensive background checks, which may include verification of Matric and other qualifications, Employment history, Credit reports, Criminal records, social media activity, References, Citizenship status, as well as Psychometric Assessments etc. Employment offers are contingent upon successful completion of these vetting procedures.