

INSETA 12-month Work Experience Opportunity (INTERNSHIP)

The Insurance Sector Education and Training Authority (INSETA) has the following 12-month work experience vacancy for 1 x **Project Internship** based in Johannesburg.

Applications are invited from TVET and UOT WIL candidates who require work experience to complete their diplomas. No application will be considered that does not fulfill this requirement.

PROJECT INTERNSHIP (01 July 2019 - 31 June 2020, Subject to INSETA continued establishment)

Role Purpose:

- To provide administrative support to the INSETA Discretionary Grant projects.

Main Responsibilities:

- Process all administration related to the projects being managed within the relevant division as required, including:
 - Uploading information on learner management system and spreadsheets
 - Evaluating completeness of applications for funding
 - Ensuring contracts, agreements, id copies, qualification copies, progress reports, termination reports, closure reports are accurately completed and uploaded onto Indiciu
 - Following up on outstanding contracts, agreements, id copies, qualification copies, progress reports, termination reports, closure reports
 - Collate and monitor all project documentation against agreed project deliverables'.
- Arrange travel and logistics for meetings in the Learning Division
- Provide information required for DHET and Auditors validation
- Filing, emailing and issuing of invoice/ capturing RFP
- Support project managers in the administration of projects against discretionary grant guidelines.
- Update the project management system accurately.
- Support the general administration of Learning Division.

- Represent INSETA in a professional manner telephonically, meetings and other forums as required.
- Maintain relationships with both internal and external stakeholders.
- Assist the Manager with ad hoc activities/ tasks related to the successful implementation of projects and related duties.

Minimum Qualification requirements:

- Completed N6 in Financial Management, Business Management, Management Assistant preferably
- Completed UOT qualification in Business Administration, Public Administration, Project Management, Statistics or Data analysis or IT with requirement to complete WIL.

Minimum Experience requirements:

- Not applicable

Characteristics and skills preferred

- Attention to detail
- Problem solving skills.
- Good communication and interpersonal skills.
- Self-motivated and able to work as a team player.
- Basic business writing skills and basic financial management (reconciling of invoices etc.).
- Computer Literacy (application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer as well as the ability to learn the INSETA's Project Management System).

Remuneration: In line with WIL requirements.

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your **CV** to HR Manager on email: vacancies@inseta.org.za with all relevant certificates/diplomas.

Closing date: **13 June 2019**

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised.