ROLE PROFILE: LEARNING SPECIALIST

JOB IDENTIFICATION	
Job Title:	Learning Specialist
Department:	Learning Division
Date reviewed:	05 June 2019
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	Learning Manager: Youth Programmes
Full-time/Part-time/Contract:	Fixed Term Contract – 12 Months
Patterson Job Grading	C

PURPOSE OF THE JOB

To provide efficient project management of Learnerships and Youth programmes projects run by the INSETA Learning Division.

MAIN ACCOUNTABILITIES

- Project management of the Learnership and other Youth Programmes projects in the learning division
- Ensure effective administration measures within the Learning Division with regard to Learnerships and other Youth Programmes.
- Administer, conduct and oversee Learnerships and Youth Programmes projects payments in line with INSETA Discretionary Grant Funding Policy and the PFMA;
- Ensure that all Learnership and Youth Programmes projects grants applications, agreements and progress, termination and closure reports are processed, filed and stored accordingly; and to keep accurate electronic record of the same;
- Ensure accurate updating of the INSETA Information systems as relevant to the Learnerships and Youth Programmes projects
- Ensure accurate commitment and performance reporting in respect of Learnerships and Youth Programmes projects
- Monitor the progress and quality of Learnerships and Youth Programmes projects offered through conducting site visits;
- Prepare monthly statistics for reporting to Management and update the project module on relevant projects;
- Provide information required for DHET, Internal and External Auditors;
- Provide support to the Division in terms of communication and liaison with external and internal stakeholders;
- Participate in strategic planning sessions of the INSETA Learning Division and ensure that the QMS is implemented;
- Participate in research programmes undertaken internally by the INSETA Learning division, which result in trends and impact analysis;
- Assist with the training of new junior staff in the Learning Division.

REQUIRED QUALIFICATION	
Minimum Qualification Required:	▪ Matric plus a relevant post matric qualification in Business Admin at NQF level 6.
Qualification (Preferred):	• Degree – Business Admin

REQUIRED EXPERIENCE	
Required:	▪ 6-8 years working experience in an Education and Training or a SETA environment; • Exceptional interpersonal skills which will include expertise in both written and verbal communication, e.g. presentation and report writing skills; • Knowledge of the NQF, NQF Act and other relevant pieces of legislation; • Must be in possession of a valid drivers licence and • Willing to travel outside Gauteng. • Exposure in the broader financial services industry as well as in a SETA or training environment will be a distinct advantage.
REQUIRED COMPETENCIES	
Critical Competencies:	• Ability to interpret and implement divisional/ departmental policies and procedures;
REQUIRED KNOWLEDGE AND SKILLS	
Essential:	• Proven people management skills; • Sound IT skills, including knowledge of database creations and their management; • Strong Project management and research skills; Ability to work in a team environment, yet independently and perform under pressure

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

Please forward your application letter supported by your CV to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 25 June 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted.