

ROLE PROFILE: LEARNING DIVISION SPECIALIST

JOB IDENTIFICATION	
Job Title:	Learning Division Specialist
Department:	Learning Division: Youth Programmes
Date reviewed:	15 August 2019
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	Learning Manager: Youth Programmes
Full-time/Part-time/Contract:	Full Time
Patterson Job Grading	C3
PURPOSE OF THE JOB	
To provide efficient project management of Youth programmes projects run by the INSETA Learning Division.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> ▪ Project management of the Youth Programmes projects (learnership, internship, bursary and skills programme) in the Learning division ▪ Ensure effective administration measures within the Learning Division with regard to Youth Programmes. ▪ Design and develop relevant processes and tools towards efficient administration systems ▪ Administer, conduct and oversee Youth Programmes projects payments in line with INSETA Discretionary Grant Funding Policy and the PFMA; ▪ Ensure that all 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 Youth Programmes projects offered through conducting site visits; ▪ Build and Strengthen INSETA, Employer and stakeholder partnership ▪ Plan and coordinate the career guidance events within INSETA and the insurance sector ▪ 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:	<ul style="list-style-type: none"> ▪ Matric plus a relevant post matric qualification at NQF level 7 or above.
Qualification (Preferred):	

REQUIRED EXPERIENCE	
Required:	<ul style="list-style-type: none"> • Three 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. • Sound IT skills, including learner database management; • Strong reporting skills • Strong Project management • Ability to work in a team environment, yet independently and perform under pressure
REQUIRED COMPETENCIES	
Critical Competencies:	<ul style="list-style-type: none"> • Ability to interpret and implement divisional/ departmental policies and procedures;
REQUIRED KNOWLEDGE AND SKILLS	
Essential:	<ul style="list-style-type: none"> • 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: 08 September 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted.