



Working together for a skilled tomorrow

INSETA Career Opportunity

The Insurance Sector Education and Training Authority (INSETA) has a vacancy for Career Guidance Administrator based in Gauteng. Applications are invited from suitable candidate. No application will be considered that does not fulfil the minimum requirements.

CAREER GUIDANCE ADMINISTRATOR (FIXED TERM POSITION, 01 NOVEMBER 2019-31 OCTOBER 2021)

Job Purpose:

- To provide career guidance and administrative support to the INSETA Learning Division

Main Responsibilities:

- Provide career information, assistance and support to High school students, insurance sector, DHET, etc
- Coordinate day-to-day operations and schedule career guidance and marketing activities for the financial year.
- Plan and manage career exhibitions/fairs/expo and other networking events
- Collaborate and maintain close working relations with the TVET Colleges, HEI, SETAs, DHET involved with students and career events
- In co-ordination with the Skills Development & Research division, assist in consulting with the sector to update the career guidance brochures.
- Attend meetings, conferences and workshops regarding career guidance trends designed and stay current with the sector demands in order to maintain and upgrade career guidance and counselling.
- Complete reports/BI-Tool as required and maintain records of every consultation/event, activity and service rendered.
- Provide support to auditors when audit is conducted in relation to the project records and outputs
- Prepare weekly, monthly and quarterly reports for the career guidance activities and events
- Assist in co-ordination of workshops and information sessions
- Make travel arrangements related to project activities
- Assist the Manager with ad hoc activities/ tasks related to the successful implementation of projects and related duties.
- Receive and prepare invoices relating to the project activities
- Manage all promotional material stock and maintain a stock register
- Provide support to auditors when audit is conducted in relation to divisional records and outputs
- Support all the general administration of the Division

Minimum Qualification requirements:

- Matric
- Qualification in Business Administration, Public Administration, Project Management preferable in NQF 6

Minimum Experience requirements:

- Experience in industry / education and training environment will be an advantage
- Minimum 3 years working experience.
- Minimum 2 years administration experience
- Valid Driver's license (Must have own vehicle)

Skills / Competencies and Knowledge

- Good presentation skills
- Administration skills.
- Attention to detail
- Good communication and interpersonal skills.
- Self-motivated and able to work without supervision and team player when required.
- Action-orientated and ability to work under pressure and tight deadlines.

Travel

- Periodic travel, including airline travel, working late hours including on weekends and overnight stays, may be required.

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: 20 October 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted.