

**ROLE PROFILE: LEARNING DIVISION ADMINISTRATOR**

<b>JOB IDENTIFICATION</b>	
Job Title:	2 X Learning Division Administrators (WIL)
Department:	Learning Division: Youth Programmes
Date reviewed:	25 November 2019
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	Learning Manager: Youth Programmes
Full-time/Part-time/Contract:	Fixed term contract for 2 years
Patterson Job Grading	B
<b>PURPOSE OF THE JOB</b>	
To provide efficient project administration support for the Work Integrated Learning (WIL) projects run by the INSETA Learning Division.	
<b>MAIN ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>▪ Ensure effective administration measures within the Learning Division with regard Work Integrated Learning (WIL) implemented by the Public Higher Education Institutions and Employers</li> <li>▪ Assist in the design and develop relevant processes and tools towards efficient administration systems</li> <li>▪ Administer and prepare payments in line with INSETA Discretionary Grant Funding Policy and the PFMA;</li> <li>▪ Coordinate and process the WIL grant applications, agreements and progress, termination and closure reports are processed, filed and stored accordingly; and to keep accurate electronic record of the same;</li> <li>▪ Assist in the updating of the INSETA Information systems as relevant to the Work Integrated Programme</li> <li>▪ Coordinate the commitment and performance reporting in respect of WIL programmes</li> <li>▪ Assist in building and Strengthen INSETA, Employer and HEI partnerships</li> <li>▪ Support HEIs with placement of learners through WIL and internship by providing links with INSETA employers</li> <li>▪ Coordinate and conduct monitoring, site visits and inductions to HEI and employers for learner placement</li> <li>▪ Assist in coordination of the career guidance events within the HEI and the insurance and related sectors</li> <li>▪ Assist in ensuring that HEI and Employers participate in the Information sharing forums and support to learners</li> <li>▪ Assist and participate in the performance management system, preparation of monthly statistics for reporting to Management and update the project module on relevant projects;</li> <li>▪ Related to the above, assist in coordinating and providing information required for DHET, Internal and External Auditors;</li> <li>▪ Assist in providing support to the Specialist in terms of communication liaison with external, internal stakeholders and closure of projects</li> <li>▪ Participate in research programmes undertaken internally by the INSETA Learning division through analysis of closure reports, which result in trends and impact analysis;</li> </ul>	
<b>REQUIRED QUALIFICATION</b>	
Minimum Qualification Required:	<ul style="list-style-type: none"> <li>▪ Matric plus a relevant post matric qualification at NQF level 5.</li> </ul>

<b>REQUIRED SKILLS AND EXPERIENCE</b>	
Required:	<ul style="list-style-type: none"> <li>▪ One year working experience in an Education and Training or a SETA environment;</li> <li>▪ Exceptional interpersonal skills which will include expertise in both written and verbal communication, e.g. presentation and report writing skills;</li> <li>▪ Knowledge of the NQF, NQF Act and other relevant pieces of legislation;</li> <li>▪ Must be in possession of a valid driver's licence.</li> <li>▪ Willing to travel outside Gauteng.</li> </ul>
<b>REQUIRED COMPETENCIES</b>	
Critical Competencies:	<ul style="list-style-type: none"> <li>• Ability to interpret and implement departmental policies and procedures;</li> </ul>
<b>REQUIRED KNOWLEDGE AND SKILLS</b>	
Essential:	<ul style="list-style-type: none"> <li>• Proven people skills;</li> <li>• Sound IT skills, including knowledge of database creations and their management;</li> <li>• Ability to work in a team environment, yet independently and perform under pressure</li> </ul>

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 and attach copies of qualifications and drivers license to [vacancies@inseta.org.za](mailto:vacancies@inseta.org.za) with the position you are applying for clearly stated.

Closing date: 08 March 2020.

INSETA reserves the right not to make an appointment.

No late applications will be accepted