

INSETA ROLE PROFILE – Finance Project Specialist

JOB IDENTIFICATION

1. JOB TITLE	Finance Project Specialist
2. POST LEVEL	C Band
3. DEPARTMENT	Project Office
4. REPORTING LINE	Project Office Manager
5. DIVISION	COO
6. LOCATION / CENTRE	Parktown
7. CONTRACT TYPE	Fixed term contract for 12 months.

PURPOSE OF THE JOB

Responsible for supporting the Administration of Project Office in the Monitoring, Evaluation and Reporting on all Discretionary Grants Projects to ensure adherence to all regulations and statutory requirements.
Assist with the Reporting on the performance achievement as compared to the APP applicable to the Project Office.

Key Performance Areas	Outputs
Project Monitoring and Evaluation 40%	<ul style="list-style-type: none"> Implement and schedule Project Implementation budgetary Operational plan. Utilise the monitoring and evaluation tools in line with defined scope and indicators for the specific projects on DG allocations Schedule project monitoring and evaluation activities in line with policy and procedure with Core Managers Develop and present feedback on findings as required. Identify compliance gaps within the various programmes Update and maintain the Commitment schedule on the centralised shared drive Update and flag any new risks for attention by Project owners
Reporting and Compliance 30%	<ul style="list-style-type: none"> Assist in the Compilation of relevant reports and feedback mechanisms to evaluate project performance ensuring that good practice and lessons learnt are disseminated internally and externally, in terms of Legislative requirements. Validate quarterly Commitments reports Support the compilation of monthly consolidated Project Commitment reports based on the Management Reports. Support the compilation of Monthly/Quarterly/Annual DG Performance reports for submission to Project Office Manager and Core Managers. Coordinate audit requests for internal audit requirements around Commitment with Finance Receive, check, and submit the Validation report to PMO Manager and COO. Contribute to the quarterly trends report for Manco feedback.
Stakeholder Engagement and Team Support 15%	<ul style="list-style-type: none"> Assist with the Investigation of any concerns raised by stakeholders. Support the team in resolving the concerns as required concerning budgets, expenditure and valid contract periods Identify risks and opportunities for recommended improvement and provide feedback as required Support the team to deliver on its objectives on an ongoing basis

General Administration 15%	<ul style="list-style-type: none"> • Provide administrative support to the PMO Department • Arrange meetings, venues, minutes for M&E Department meetings • Arrange travel, accommodation and car hire for M&E Department personnel as per policy. • Schedule site visits for DG Process with M&E • File documents for DG function • Supply and submit relevant documents required by Internal and external Auditors • Attend DG evaluation sessions and meet with finance resource to align the Commitment Schedule.
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REQUIRED QUALIFICATIONS AND EXPERIENCE	
<p>Qualifications Minimum Requirement: Degree or equivalent NQF 6 level Qualification in Accounting or related field</p> <p>Preferred Requirement: NQF 6 Qualification in Auditing/ Public Admin and Project Management qualification.</p>	<p>Experience Minimum Requirement: 1-3 Years of Finance/Auditing or related administrative experience.</p> <p>Preferred Requirement: The above experience in the Seta/Public Sector environment.</p>

REQUIRED KNOWLEDGE AND SKILLS	
<p>Knowledge Minimum Requirement: Knowledge of sector regulation compliance Understanding of SETA Constitution</p> <p>Preferred Requirement: Regulation Compliance Understanding/knowledge of relevant South African legislation including PFMA</p>	<p>Skills Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances.</p> <p>Preferred Requirement: Job Specific</p>

INFRASTRUCTURE REQUIRED	
<p>Resources Provided</p>	<ul style="list-style-type: none"> • Desktop Computer • Laptop Computer • 3G Card • Landline telephone • Access to internet • Photocopier • Scanner • Fireproof Safe Keeping Equipment

ORGANISATIONAL STRUCTURE



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 qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 30 May 2021

INSETA reserves the right not to make an appointment.

No late applications will be accepted.