

ROLE PROFILE: Learning Administrators

JOB IDENTIFICATION	
Job Title:	3 X Learning Administrators
Department:	Learning – Worker Programmes
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	Learning Manager (Workers)
Full-time/Part-time/Contract:	12 Months fixed term Contract
Patterson Job Grading	B Band
PURPOSE OF THE JOB	
The key purpose of this role is to support the Learning Manager with the administration of the programs for employed persons in the Insurance Sector assigned to the Learning Manager Worker Programs.	
MAIN ACCOUNTABILITIES	
<p>Administration 60 %</p> <ul style="list-style-type: none"> • Support the administration process for all the programs in the Learning Division. • Prepare letters of recommendation for signature in line with approved lists of DGAC approvals. • Scheduling site visits to new employers and accompanying Specialists to site visits. • Ensure required documentation and additional information as required for validation is received. • Prepare the final allocation or award letters and contracts for signature by CEO/CFO/COO and Employer • Payment requisition submitted to Specialist and Manager for approval. • Submit Invoices to Finance for payment • Capturing, quality assure and check SETMIS report for accuracy for submission to DHET. • Prepare closure letters for signatures by COO and CFO and submit to the administrators or specialist .Assist with travel and accommodation arrangements for the Learning Division Team • Verify information for alignment with the contract deliverables. • Assist division with work overflow during peak periods. 	
<p>Reporting and audit readiness 40%</p> <ul style="list-style-type: none"> • Maintain a database of all documents from contracting and commencement and evidence of deliverables for each stage until project closure. • Update and maintain the administration dashboard • Ensuring that all required documents are recorded and 100% audit ready. • Provide information and documentation as required by DHET and internal and external Auditors. • Ensure that all project files are up to date with all required, updated documents. • • Identify and report any potential project and operational risks to Manager. • Ad-hoc tasks in support of the team 	

REQUIRED QUALIFICATION	
Minimum Qualification Required:	Grade 12 or equivalent is required plus any NQF5 tertiary project administration / business administration qualification.
Qualification (Preferred):	NQF 6 qualification in Administration and Office Management or Certificate in Project Management
REQUIRED EXPERIENCE	
Required:	<p>A minimum of 2years administration experience on large and multiple contracts.</p> <p>Preferred Requirement: Appropriate experience in the Public Sector environment in the administration of funded programs. Experience in administering Insurance Industry training projects would be an advantage.</p> <p>Basic business writing and reporting skills. Basic financial management (reconciling of invoices etc). Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint). Internet / Email, Windows explorer as well as the ability to learn the INSETA’s Learner Management System and Microsoft Dynamics AX).</p> <p>Knowledge and understanding of the PFMA, National Treasury Guidelines and related legislation governing the SETA environment.</p>
REQUIRED COMPETENCIES	
Critical Competencies:	<ul style="list-style-type: none"> Project co-ordination Project administration Records management Customer service
REQUIRED KNOWLEDGE AND SKILLS	
Essential:	<ul style="list-style-type: none"> Knowledge and understanding of the PFMA, NT regulations, Insurance Industry related legislation and regulatory requirements. Attention to detail Ability to prioritise tasks Able to work under pressure and meet deadlines under challenging circumstances. Tolerance for ambiguity Action orientation, innovation and creativity Working with difficult clients Basic Financial literacy and business report writing
Preferred:	<ul style="list-style-type: none"> Advanced level MS Office skills valid driver’s licence and have own vehicle.

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.