

ROLE PROFILE: TVET Skills Development Coordinator

JOB IDENTIFICATION	
Job Title:	2 X TVET Skills Development Coordinators
Department:	Learning Division – Programmes 3
Location:	1 X Ikhala TVET College in Queenstown 1 X Ingwe TVET College in Mount Frere The incumbent must reside in Mount Frere for Ingwe TVET College and Queenstown for Ikhala TVET College
Reporting Line:	Learning Manager for Programmes 3
Full-time/Part-time/Contract:	9 months Fixed Term contract
Patterson Job Grading	B Band
PURPOSE OF THE JOB	
<p>The purpose of this position is to coordinate INSETA activities as a lead SETA in the Eastern Cape Province and in this regard liaise with the TVET Colleges and employers in the areas, in order to coordinate Work Integrated Learning (WIL), facilitate TVET Learners work placements and provide support to INSETA stakeholders with regards to INSETA offerings.</p>	
MAIN ACCOUNTABILITIES	
<p>Coordinate the SETA activities and presence in the TVETs on behalf of INSETA which is the lead SETA - 20 %</p> <ul style="list-style-type: none"> • Coordinate meetings with employers and other TVET Colleges in the area on matters relating to INSETA activities • Coordinate the provincial skills development meetings and represent INSETA thereat • Provide secretariat functions for these meetings 	
<p>Coordinate workplace placements of TVET learners (WIL) - 40%</p> <ul style="list-style-type: none"> • Inform other TVET Colleges in the area regarding programme funding opportunities • Contact employers in the Insurance and other sectors regarding hosting of TVET College Interns for Work Integrated Learning programmes • Coordinate and attend INSETA induction of TVETs and employers hosting Interns on WIL Programmes • Attend to complete all the required documents for submission to INSETA to register and record the WIL learners • Monitor the WIL Learners and report monthly on the progress to INSETA, including capturing of records on the INSETA Business Intelligence Tool • Submit reports to INSETA regarding any learner complaints and coordinate meetings to resolve the matter • Submit reports to INSETA on learners who terminate programmes before completion. 	
<p>Coordinate Internships, Learnerships, Bursaries, Skills Programmes and Special Projects - 20%</p> <ul style="list-style-type: none"> • Collate all the documentation required for learners who receive INSETA bursaries and report thereon • Collate all the application documentation Learner IDs, copies of qualifications and progress reports required by INSETA 	

- Contact the TVET Colleges regarding learners funded by INSETA on Skills Programmes
- Working together with other industry partners like and other SETAs, TVET Colleges, DHET and other partners on projects that support TVET College learners, lecturers and the community where the college is situated
- Upload learner registrations on the INSETA Business Intelligence Tool after approval of the list by INSETA
- Work together with the Learning division in implementing Special Projects assigned to the TVET College

Provision of career guidance advice in the province - 20%

- In consultation with the other partners, prepare a plan to visit all the schools in the area and provide career guidance advice
- Coordinate Career Exhibitions
- Distribute career guidance information, brochures and promotional materials to learners as directed by INSETA (Learnerships; Bursaries, WIL and Skills Programmes)
- Attend provincial career guidance seminars on request by INSETA
- Upload information on career guidance initiatives on the INSETA Business Intelligence tool.

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:	Minimum of 2 years' experience in an Administrator capacity in a project environment and implementing skills development initiatives. One year working experience with SETAs. Basic business writing and reporting skills. Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint). Internet / Email and Windows explorer
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REQUIRED COMPETENCIES

Critical Competencies:	Project co-ordination Project administration Records management Customer service
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REQUIRED KNOWLEDGE AND SKILLS

Essential:	Must be able to develop a project plan for the projects and report on this monthly Attention to detail
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	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
Preferred:	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.