

ROLE PROFILE: Learning Administrator – Records

JOB IDENTIFICATION		
Job Title:	Learner - Administrator (Records)	
Department:	Learning Division	
Date reviewed:	1 MARCH 2019	
Location:	INSETA Head Office, Parktown, Johannesburg	
Reporting Line:	Learning Manager	
Full-time/Part-time/Contract:	Full-time	
Grade	B Band	
PURPOSE OF THE JOB		
The Records Administrator supports the Learning Division with saving and retrieving records related to all projects		
MAIN ACCOUNTABILITIES		
RESPONSIBILITY	SUPPORT TO SPECIALIST	
<ul style="list-style-type: none">Monitoring and engagement with stakeholders to ensure:<ul style="list-style-type: none">Receiving of documentsHandle all enquiries that arise from submitted documentationRetrieving and submission of files to Auditors		
RESPONSIBILITY	ADMINISTRATIVE FUNCTION	
<ul style="list-style-type: none">Evaluating learner, employer and provider documentationContacting employers and providers for outstanding information and data capturing.Ensuring electronic back up of all learner, employer informationUpdate project filesProvide information required for DHET and Auditors validationUpdate all spreadsheets used for management of recordsResponding to queriesSupport the general administration of Learning Division.Assist the Manager with ad hoc activities/ tasks related to the successful implementation of projects and related duties.		
REQUIRED QUALIFICATION		
Minimum Qualification Required:	NQF L4	
Qualification (Preferred):	N/A	
REQUIRED EXPERIENCE		
Required:	<ul style="list-style-type: none">Minimum 3 years working experience.Minimum 2 years administration experienceExperience in education / training environment will be an advantage	
REQUIRED COMPETENCIES		
Critical Competencies:	Attention to detail Financial abilities especially ito payments and reconciliations	

	Strong admin skills, project management skills Communication skills MS Office Excel and word
REQUIRED KNOWLEDGE AND SKILLS	
Essential:	Know the industry Know the legal framework governing SETAS NSDS III

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please email your **CV** to vacancies@inseta.org.za, clearly stating the position you are applying for.

Closing date: **Friday 03 May 2019**

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised.