



Working together for a skilled tomorrow

### **INSETA Career Opportunity**

The Insurance Sector Education and Training Authority (INSETA) has four vacancies for **Learning Division Administrator** based in Gauteng. Applications are invited from suitable candidate. No application will be considered that does not fulfil the minimum requirements.

### **LEARNING DIVISION ADMINISTRATOR (FIXED TERM POSITION, 12 MONTHS CONTRACT)**

#### **Job Purpose:**

- To provide administrative support to the INSETA Learning Division projects

#### **Main Responsibilities:**

- Process all administration related to projects being managed within the learning division as required, including:
  - Evaluating completeness of applications for Learnerships, Skills Programmes, Bursaries and internship programme
  - Evaluating completeness of contracts, agreements, id copies, qualification copies, progress reports, termination reports, closure reports are accurately completed and submitted to INSETA
  - Following up on outstanding contracts, agreements, id copies, qualification copies, progress reports, termination reports, closure reports
  - Collate and monitor all project documentation against agreed project deliverables’.
  - Support all the general administration of Learning Division.
- Co-ordinate activities for project planning and implementation with project stakeholders and suppliers per project
- Arrange and attend project committee meetings, make catering arrangements, taking minutes and ensure record keeping for all project related activities is kept up to date
- Represent INSETA in a professional manner telephonically, meetings and other forums as required.
- Prepare weekly, monthly and quarterly reports

- Coordinate workshops and information sessions
- Make travel arrangements related to project activities
- Assist the Manager with ad hoc activities/ tasks related to the successful implementation of projects and related duties.

**Minimum Qualification requirements:**

- Matric
- Qualification in Business Administration, Public Administration, Project Management preferable

**Minimum Experience requirements:**

- Experience in SETA / education / training environment will be an advantage
- Minimum 3 years working experience.
- Minimum 2 years administration experience

**Skills / Competencies and Knowledge**

- Administration skills.
- Attention to detail
- Good communication and interpersonal skills.
- Self-motivated and able to work without supervision and team player when required.
- Action-orientated and ability to work under pressure and tight deadlines.
- Basic business writing skills and basic financial management (reconciling of invoices etc.).
- Computer Literacy (application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer as well as the ability to learn the INSETA's Project Management System).

**Enquiries:**

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 to [vacancies@inseta.org.za](mailto:vacancies@inseta.org.za) with the position you are applying for clearly stated.

Closing date: Monday 15 July 2019.

INSETA reserves the right not to make an appointment.

No late applications will be accepted.