

## INSETA ROLE PROFILE – Learning Youth Skills Administrator X 2

### JOB IDENTIFICATION

1. JOB TITLE	Learning Administrator X 2
2. POST LEVEL	C1
3. DEPARTMENT	Learning – Youth Programmes
4. REPORTING LINE	Learning Manager – Youth Programmes
5. DIVISION	Learning
6. LOCATION / CENTRE	Parktown
7. CONTRACT TYPE	1 X Full time and 1 X 24 months fixed term contract

### PURPOSE OF THE JOB

The key purpose of this role is to support the Youth Skills project administration and implementation as well as recordkeeping processes pertaining to the Youth Skills Program Implementation.

Key Performance Areas	Outputs
Youth Skills Program Administration and support in the Implementation process 60%	<p>Support to the Specialist</p> <ul style="list-style-type: none"> <li>• Receive the Project Scope document from the Specialist</li> <li>• Support the creation of the Project Implementation Plan</li> <li>• Support the Specialist with the application window process</li> <li>• Support the Specialist in receiving applications, evaluations and recommendation from the Applicants</li> <li>• Receive the final approvals and communicate the outcome to all applicants</li> <li>• Schedule project initiation meetings with Applicants and the Skills Programme Team</li> <li>• Issue MOA's to the approved stakeholders</li> </ul> <p>Implementation administration commences</p> <ul style="list-style-type: none"> <li>• Receive provisional documentation of learners from TVET's for INSETA approval</li> <li>• Record the successful learner list and advise the TVET's of the outcome for the training to commence</li> <li>• Conduct the induction process at the TVET prior the commencement of the training</li> <li>• Conduct site visits and monitoring activities to TVET</li> <li>• Responsible to source marketing material and distribute to the learners to the TVET</li> <li>• Receive final training records form TVET for INSETA registration</li> <li>• Capture Learner Information and upload to the System</li> <li>• Responsible to facilitate the closure process of the project on submission of the required documentation from TVET</li> <li>• Handling stakeholders' queries via telephone, e-mail or walk in clients</li> </ul>

Finance and Reporting Administration support 40%	<ul style="list-style-type: none"> <li>• On receipt of the Learner training documents the Stipend payment process commences</li> <li>• Receive the invoices for payment from TVET</li> <li>• Check the invoice against the delivery bills as per MoA</li> <li>• Prepare the RFP and submit to Finance for payment</li> <li>• Receive confirmation of payments from Finance</li> <li>• Record Proof of Payments pertaining to the project recipients</li> <li>• Update the Programme Finance dashboard</li> <li>• Report the Project performance to Specialist</li> <li>• Continuous tracking and follow up on all documentation and queries</li> <li>• Maintain an electronic filing system</li> <li>• Preparing and distributing packs for meetings periodically and on an ad hoc basis</li> <li>• Coordinate and arrange all travel, venue and accommodation within area of work</li> <li>• Sorting and acknowledging all incoming correspondence</li> </ul>
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#### REQUIRED QUALIFICATIONS AND EXPERIENCE

<b>Qualifications</b> Minimum Requirement: • Grade 12 or equivalent is required plus any full qualification NQF5 tertiary administration/ project administration / business administration or related qualification. Preferred Requirement: NQF 6 qualification in Administration and Office Management/ project administration	<b>Experience</b> Minimum Requirement: A minimum of 2 to 3 years relevant experience in administration
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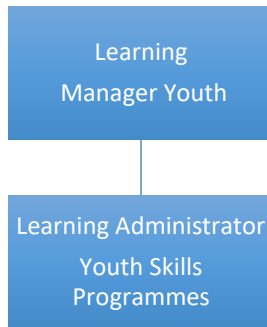
#### REQUIRED KNOWLEDGE AND SKILLS

<b>Knowledge</b> Minimum Requirement: Knowledge and understanding of the PFMA and NT regulations Preferred Requirement: Knowledge and understanding of the appropriate legislative and regulatory frameworks. (PPPFA, BBBEE etc.)	<b>Skills</b> Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances. Preferred Requirements: Job Specific
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#### INFRASTRUCTURE REQUIRED

<b>Resources Provided</b>	<ul style="list-style-type: none"> <li>• Desktop Computer</li> <li>• Laptop Computer</li> <li>• 3G Card</li> <li>• Landline telephone</li> <li>• Access to internet</li> <li>• Photocopier</li> <li>• Scanner</li> </ul>
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#### ORGANISATIONAL STRUCTURE



#### PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which attributes specific targets to the above mentioned outputs would be developed based on this Job Description and the Strategy / APP.

**KINDLY NOTE THAT THERE ARE TWO VACANCIES OF LEARNING ADMINISTRATORS FOR YOUTH PROGRAMMES**

**1 X PERMANENT**

**1 X 24 MONTHS FIXED TERM CONTRACT**

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

Closing date is 17 November 2020

INSETA reserves the right not to make an appointment.

No late applications will be accepted.

Regards

Norman Maphala