

ROLE PROFILE: Learning Administrator

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 and catalytic projects assigned to the Learning Manager Worker Programs.	
MAIN ACCOUNTABILITIES	
<p>Administration 60 %</p> <ul style="list-style-type: none"> • Support the application process for Discretionary Grant Applications by employers with the assigned specialist as mentor. Conduct initial screening of submissions received and check for compliance with Discretionary Grant policy. • Liaise with the employers to submit the any additional information required for processing of grant applications • Prepare letters of recommendation for signature in line with approved lists of DGAC approvals. • Distribution of grant recommendation letters. • Tracking of uptake of grants by Portfolio of employers assigned to the role. • Scheduling site visits to new employers and accompanying Specialists to site visits • Tracking commitments and spend on portfolios of employers assigned to the role. Prepare for signature by Manager/CEO/CFO • Ensure required documentation and additional information as required for validation is received from employers. • Prepare the final allocation or award letters and contracts for signature by Manager/CFO/COO and Employer • Request invoices from employers for capturing on payment requisition form. • Payment requisition submitted to Specialist and Manager for approval. • Submit Invoices to Finance for payment and track until payment is made. • Follow up with employers for outstanding documents as required. • Report on the learner details, number of learners and payment amount paid and qualification and learner region. • Quality assure and check SETMIS report for accuracy for submission to DHET. • Prepare closure letters for signatures and submit to project stakeholders. • Quality assure Commitment Reports for Catalytic and Special projects for accuracy periodically. • Provide information and documentation as required by DHET and internal and external Auditors. • Assist with travel and accommodation arrangements for the Specialists and Manager • Monitor and track Special Projects contracts with stakeholders • Request deliverable documentation in line with the contract terms and conditions 	

<ul style="list-style-type: none"> • Verify information for alignment with the contract deliverables • Assist division with work overflow during peak periods 	
Stakeholder Engagement 10% <ul style="list-style-type: none"> • Engage with employers regarding any queries or questions related to administration of grants. • Respond to communication professionally and build supportive relationships with stakeholders • Resolve stakeholder queries and complaints in a manner that maintains the stakeholder relationships within the defined timeframes • Attend events planned for stakeholders and assist with the planning and logistics of the event • Accompany specialists on employer site visits 	
Reporting and audit readiness 20% <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 project dashboard for programme progress for portfolio assigned. • Ensuring that all required documents are received for employers/providers and are audit ready. • Ensure that all project files are up to date with all required, updated documents • Prepare information for internal and external audits within stipulated timeframes • Audit documents should have a maximum of 5% error rate • Identify and report any potential project and operational risks to Manager • Ad-hoc tasks in support of the team 	
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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:	A minimum of 3 years administration experience on large and multiple contracts.
	Preferred Requirement: Appropriate experience in the Public Sector environment in the administration of funded

	<p>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:	<p>Project co-ordination Project administration Records management Customer service</p>
REQUIRED KNOWLEDGE AND SKILLS	
Essential:	<p>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</p>
Preferred:	<p>Advanced level MS Office skills valid driver's licence and have own vehicle.</p>

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.