INSETA ROLE PROFILE – Learning Administrator (Youth Programme)

JOB IDENTIFICATION

1.	JOB TITLE	Learning Administrator
2.	POST LEVEL	B band
3.	DEPARTMENT	Learning (Youth Programmes)
4.	REPORTING LINE	Learning Manager (Workers Programmes)
5.	DIVISION	Learning
6.	LOCATION / CENTRE	**Parktown**
7.	CONTRACT TYPE	**Full time**

PURPOSE OF THE JOB

The key purpose of this role is to support the Project Manager in the Administration of the Youth Programme Project including bursaries in achieving Specific objectives.

Key Performance Areas	Outputs
Bursaries for Unemployed Youth Project Administration 60%	- Draft the bursary for youth proposal in line with the APP and the Project Charter - Submit the draft to the Project Manager for approval - Open the window funding for applications from Universities and TVET colleges on the INSETA website as well as sending emails to these institutions - Receive and log bursary applications and execute on the recommendations for approvals to the DGEC and DGAC - Create approval and regret letters upon the receipt of recommendations from the Committees - Receive all learner supporting documents from the institutions to draft the MOA's with the Institutions - Request invoices for payment based on the learner information provided if meeting the requirements - Process the invoices for payment by submitting to Finance - Verify and report on the use of the Bursary amounts against the Commitments schedule. - Populate the Performance Report for submission to the manager - Follow up with institutions for outstanding documents as required. - Engage with the institutions regarding any queries or questions. - Report on the learner details, number of learners and payment amounts 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 institutions. - Quality assure Commitment Reports for accuracy periodically. - Provide information and documentation as required by DHET and internal and external Auditors. - All correspondence related to the Projects to be uploaded on the AX system for recording purposes. - Assist with travel and accommodation arrangements for the Manager - Process the annual Project closure report at the end of each financial year

Project Coordination 20%	• Update and maintain the project dashboard learning program progress. • Ensuring that all required documents are received for institutions. • Ensure that all project files are up to date with all required, updated documents • Preparing information for internal, DHET and audits • Schedule support visits to institutions as required
Stakeholder Expectation Management 20%	• Represent Youth Projects on first contact including responding to communication professionally and building professional and supportive relationships with employers • Resolve employer queries and complaints in a manner that maintains the stakeholder relationships within the defined timeframes • Attend events where compliance workshops are presented to institutions • Attend meetings such as briefings and information session to address questions and other matters raised

REQUIRED QUALIFICATIONS AND EXPERIENCE	
Qualifications Minimum Requirement: Grade 12 or equivalent is required plus any NQF5 tertiary administration/ project administration / business administration or related qualification. Preferred Requirement: NQF 6 qualification in Administration and Office Management	**Experience** Minimum Requirement: A minimum of 1 to 2 years relevant experience in administration Preferred Requirement: Appropriate experience in the Public Sector environment.

REQUIRED KNOWLEDGE AND SKILLS	
Knowledge 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.)	**Skills** Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances. Preferred Requirements:

INFRASTRUCTURE REQUIRED	
Resources Provided	• Desktop Computer • Laptop Computer • 3G Card • Landline telephone • Access to internet • Photocopier • Scanner
ORGANISATIONAL STRUCTURE	

Leaarning Manager (Workers Programmes)

Learning Administrator (Youth Programme)