

JOB ADVERT

Transport Education and Training Authority Rail Chamber

Contract Administrator (Contract)

Randburg

Package: Market Related

1. KEY PERFORMANCE AREAS:

1. Provide support to stakeholders

- 1.1 Communicate and provide support to TETA (chamber) stakeholders in relation to contracts;
- 1.2 Attend to contract related queries from stakeholders;
- 1.3 Attend and participate in annual workshops targeting SDFs and relevant stakeholders;
- 1.4 Provincial linkages and participation (career expos, job fairs, industry related expos).

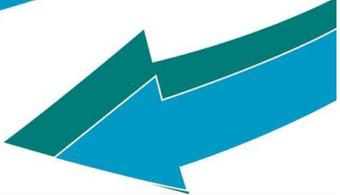
2. DG contract administration

- 2.1 Assess DG claims;
- 2.2 Prepare evaluation reports and cheque requisition for payments;
- 2.3 Capture contract deliverables on QMS and Papertrail;
- 2.4 Capture learnership agreements on QMS and Papertrail;
- 2.5 Prepare addenda to contracts;
- 2.6 Maintain an up-to-date filing system of all documentation in support of DG claims;
- 2.7 Assist in generating contract agreements;
- 2.8 Upload new contracts on QMS and Papertrail;
- 2.9 Provide inputs to DG report;
- 2.10 Communicate contract deviations to the Assistant ETDP;
- 2.11 Prepare evaluation sheets and payment requisitions.

3. Prepare and submit claims to finance

- 3.1 Submit claims to finance for payments;
- 3.2 Provide personal assistance to the chamber Executive Officer timeously (e.g. travel claims);

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3.3 Upload claims on QMS and Papertrail;

3.4 Update stakeholders on payments.

2. MINIMUM REQUIREMENTS

2.1 Experience and qualification

- M+3 qualification in HRM/ETD or relevant tertiary qualification;
- Minimum of 3 years' administrative experience with exposure to ETD/SETA environment;
- Minimum of at least 1 year working with contracts and financial aspects thereof;
- Willingness to travel and work overtime.

2.2 Knowledge and skills

2.2.1 Knowledge

- Knowledge and understanding of the SETA environment;
- Knowledge and understanding of contract management;
- Knowledge and understanding of SDA, SDLA, NQF and other related legislation;
- Computer skills including MS Word, MS Excel, MS Outlook and MS PowerPoint.

2.2.2 Skills

- Advanced administration skills, project management skills;
- Good interpersonal skills, telephone etiquette skills;
- Good communication skills (both written and verbal);
- Have at least code 8 Drivers license.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za. All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Friday, 13 July 2018.

Should you not hear from us within 21 days of the closing date, kindly consider your application unsuccessful.

