

# JOB ADVERT

## Transport Education and Training Authority Freight Handling Chamber

**Contract Administrator (Contract)**

**Durban**

**Package: Market Related**

### **1. KEY PERFORMANCE AREAS:**

#### **1. Provide support to Stakeholders**

- 1.1 Communicate and provide support to TETA (chamber) stakeholder in relation to contracts;
- 1.2 Attend to contract related queries from stakeholders;
- 1.3 Attend and participate in annual workshops targeting SDFs & relevant stakeholders;
- 1.4 Provincial linkages and participation (Career Expo's; Job Fairs, industry related Expo's).

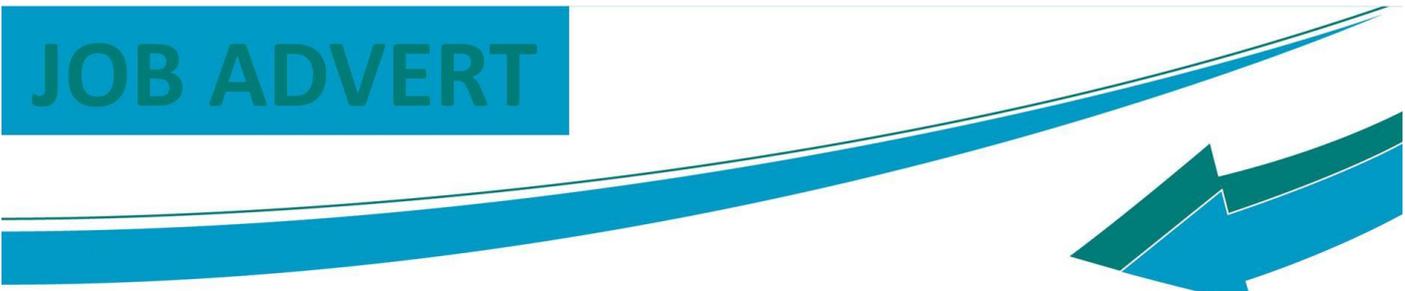
#### **2. Prepare & Submit claims to Finance**

- 2.1 Submit claims to finance for payments;
- 2.2 Provide personal assist to EO (e.g. travel claims if applicable) timeously;
- 2.3 Upload claims on project module;
- 2.4 Forward Proof of payments to stakeholders once paid.

#### **3. DG Contract Administration**

- 3.1 Assessing of DG claims;
- 3.2 Prepare evaluation report and cheque requisition for payment;
- 3.3 Capture contract deliverables on the project module;
- 3.4 Capture learnership agreements on project module;
- 3.5 Prepare addendum requests where amendments need to be effected on contracts;
- 3.6 Maintain an up to date filing system of all documentation in support of DG claims;
- 3.7 Assist in generating contract agreements once term and conditions deliverables and requirements have been finalised;
- 3.8 Upload new contract on to the project module;

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- 3.9 Provide inputs to DG report;
- 3.10 Communicate contract deviations to the Assistant ETDP;
- 3.11 Prepare evaluation sheet and payment requisitions.

## 2. MINIMUM REQUIREMENTS

### 2.1 Experience & 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;
- Overtime and travel;

### 2.2 Knowledge and Skills

#### 2.2.1 Knowledge

- Knowledge and understanding of the SETAS.
- 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; MS Power Point.

#### 2.2.2 Skills

- Advanced administration skills;
- Good interpersonal skills;
- Project management skills;
- Good communication skills ( both written and verbal);
- Telephone etiquette skills;
- Willing to travel;
- 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](mailto: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 Tuesday, 29 March 2016.**

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

