

JOB ADVERT

Transport Education and Training Authority ETQA UNIT

Assistant Officer: SMS Data Management (Contract)

Randburg

Package: Market Related

1. KEY PERFORMANCE AREAS:

1. Provide support to Stakeholders

- 1.1 Support Internal Stakeholders regarding provider letters;
- 1.2 Support External Stakeholders regarding provider's registration;
- 1.3 Attend to walk-in clients and resolve queries.

2. Prepare & Submit claims to Finance

- 2.1 Submit claims to finance for payments;
- 2.2 Upload claims on project Module;
- 2.3 Forward Proof of payments to stakeholders once paid.

3. Data Capturing

- 3.1 Receive and record documents (Assessor, Moderator, and Providers Application);
- 3.2 Capture Assessors, Moderators, Providers Application and print letters.

4. Administration of Providers, Assessors and Moderators

- 4.1 Update the scope of providers, Assessors and Moderators;
- 4.2 Linkage of Learners to Providers, Assessors, Moderators, and Employers;
- 4.3 Verification of Assessors, Moderators and Providers details;
- 4.4 Printing Assessors, Moderators and letters and
- 4.5 Update information on the SMS.

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5. Filling

5.1 Electronic filling of Assessors, Moderators, and Provider applications and

5.2 Make copies of Contracts/documents and file.

6 Verification of External moderators submission

6.1 Compare invoices against schedule and external moderation report;

6.2 Check all supporting documents (ID, Spreadsheet, Unit Standards) and

6.3 Check if learners are captured on the SMS.

2. MINIMUM REQUIREMENTS

2.1 Experience & qualification

- M + 3 qualification in ETD, HRD or relevant tertiary qualification;
- Minimum of 2 years administration experience with exposure to ETD/SETA environment;
- Experience in Quality Management Systems.

2.2 Knowledge and Skills

2.2.1 Knowledge

- Skills Development Levy Act, Basic Conditions of Employment Act, Public Finance management Act and
- Knowledge and understanding of Skills Development Act (SDA), NSDS and QCTO.

2.2.2 Skills

- Computer skills including MS Word; MS Excel; MS Outlook; MS Power Point and typing skills;
- Advanced administration skills and Project management skills and telephone etiquette;
- Good interpersonal skills and good communication skills (both written and verbal);
- Commitment to Continuous Quality / Process Improvement and Positive Attitude.

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, 15 September 2017.

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

