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Transport Education and Training Authority Road Freight Chamber

Assistant ETD Practitioner (Permanent)
Randburg
Package: Market Related

KEY PERFORMANCE AREAS:

1. Liaise with stakeholders to ensure maximum participation in ETD Activities

- 1.1 Assist ETD Practitioner to maintain and increase chamber MG participation.
- 1.2 Facilitate communication to sub-sector/province
- 1.3 Provide support to all query resolution.
- 1.4 Updating stakeholder database timeously.

2. Support ETD practices (External & Internal)

- 2.1 Responsible for distribution of documents & templates to stakeholders
- 2.2 Assist in operational improvements within the organisation
- 2.3 Draft motivation to procure services, goods specification/services
- 2.4 Provide timeous advice to authorities on matter of concern
- 2.5 Share knowledge and information on new developments in the ETD sector

3. Drive implementation of NSDS III in the sub sector

- 3.1 Assist with the identification of scarce and critical skills within the sub-sector)
- 3.2 Arrange workshops, make contact with stakeholders, send out newsletters, invitations etc
- 3.3 Provide input into Sector Skills Plan through knowledge of sector priorities
- 3.4 Coordinate and facilitate career exhibition in the province

4. Manage the administration of Chamber contracts

- 4.1 Assist in ensuring that DG applications for sub-sector(Road Freight Chamber) are received, recorded and assessed
- 4.2 Conduct site visits to monitor project's progress.
- 4.3 Responsible for recording and assessments of DG claims received.
- 4.4 Registration of DG applications and capture on the DG schedule.
- 4.5 Recording and filing of received applications
- 4.6 Prepare checklist for each application submitted
- 4.7 Ensure that contracts progress is reported to relevant TETA internal stakeholders timeously
- 4.8 Ensure that contracts are closed, surplus declared and managed

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5. Chamber reporting

- 5.1 Assisting with chamber quarterly report to DHET
- 5.2 Ensure that reports are prepared within deadlines, quality assured and supported by verifiable evidence

6. Monitoring and evaluation of MG submission

- 6.1 Stakeholder support on the TETA information management system.
- 6.2 Facilitate MG workshops within sub-sector/province.
- 6.3 Verification of supporting documents and assist the ETDP with MG assessment
- 6.4 Conduct site inspection to monitor the implementation of WSP

7. Coordinate SDF/Industries Forums

- 7.1 Participate in SDF Forums by offering support to clients in attendance.
- 7.2 Update and maintain SDF database
- 7.3 Communicate with industry SDFs of new developments
- 7.4 Send out workshop invitation & confirm attendance
- 7.5 Responsible for administration of SDF/industries forums

8. General administration

- 8.1 Overseeing effective filing system implementation and information management within the chamber.
- 8.2 Responsible for coordination of travel in the chamber.

2. MINIMUM REQUIREMENTS:

2.1 Experience & qualification

- M + 3 qualification in ETD/HRM/HRD or relevant qualification
- Minimum of at least 3 years' experience in the Education, Training and Development Environment
- Extensive experience in general administration
- Experience in SETA or Transport Sector preferable
- Experience in planning learnerships
- Experience in management of WSP and ATR

2.2 Knowledge and Skills

2.2.1 Knowledge



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- Knowledge of standard office procedures.
- Knowledge of SDA, SDLA, NQF, SAQA and QCTO
- National Skills Development Policy and Strategy knowledge
- Project Management knowledge
- Contract Management knowledge
- Stakeholder Relations Management

2.2.1 Skills

- Analytical, problem solving and critical thinking skills
- Consultation and Facilitating skills
- Planning, monitoring and reporting skills
- Presentation, communication and writing skills
- Project management skills
- Computer Literacy (MS Office; Internet and email at intermediate level)
- Willing to travel

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za . Only applicants who did not apply previously are welcome to apply. 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, 19 January 2016.

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

