

# JOB ADVERT

## Transport Education and Training Authority SD & LP Unit

**ETD Practitioner: Bursaries (Permanent)**

**Randburg**

**Package: Market Related**

### KEY PERFORMANCE AREAS:

#### **1. Customer Relations and Service Delivery**

- 1.1 Provide Support to internal and external stakeholders
- 1.2 Resolve queries relating to bursaries
- 1.3 Facilitate communication to the sector through chambers
- 1.4 Keep stakeholders informed of new development in TETA (change in processes, procedures and policies).
- 1.5 Provincial linkages and participation (Career Expo's; Job Fairs; Industry Related Expo's)
- 1.6 Attend and participate in workshops targeting relevant stakeholders
- 1.7 Conduct site visits to stakeholders (Learning institutions) to ensure compliance with TETA practices

#### **2. Coordinate Activities Of The Bursary Task Team**

- 2.1 Develop and review bursary policy, criteria and procedures as part of the Bursary Task Team.
- 2.2 Evaluation of bursary applications as part of the Bursary Task Team
- 2.3 Finalise pack to the TETA Internal Management Committee after the Task Team has made recommendations.
- 2.4 Prepare agenda for the Bursary Task Team
- 2.5 Ensure minutes are taken during the Bursary Task Team meetings

#### **3. Management of Bursary Contracts**

- 3.1 Manage bursary contract deliverables
- 3.2 Oversee that bursaries/contracts and their supporting documents are captured on the MIS system
- 3.3 Drive placement of learners
- 3.4 Facilitate the payments of tranches (signing of documents and submission to finance unit)
- 3.5 Assist internal and external auditors with any queries and requirements that they have with regards to the Learning Programs.

#### **4. Stakeholders Management**

- 4.1 Establish and maintain a good relationship with learning institutions, schools and training providers
- 4.2 Facilitate the signing of MOUs with Learning institutions, schools and training providers
- 4.3 Review academic results of learners with learning institutions

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- 4.4 Respond to queries from applicants/learners regarding bursaries
- 4.5 Provide guidance to learners in applying for transport sector related interventions.
- 4.6 Deal with non-performance bursary recipients in collaboration with learning institutions
- 4.7 Provide career guidance and support to learners

## **5. Reporting On Bursaries**

- 5.1 Prepare reports on all bursaries funded by TETA
- 5.2 Coordinate submission of reports to the DHET

## **6. Coordinate Skills Development Related Events**

- 6.1 Organise and facilitate SDF forums
- 6.2 Attend to annual FET/HET and cadet events/ workshops/meetings and forums
- 6.3 Organise and coordinate exhibitions and career expos aimed at capacitating learners to pursue transport related studies.


## **2. MINIMUM REQUIREMENTS:**

### **2.1 Experience & qualification**

- M + 3 qualification in ETD/HRM/HRD or relevant qualification
- Minimum of at least 4 years' experience in the Education, Training and Development Environment
- 5 years' experience in general administration
- Experience in SETA or Transport Sector preferable
- Experience in learning programmes development and management

### **2.2 Knowledge and Skills**

#### **2.2.1 Knowledge**

- Knowledge of standard office procedures.
  - Knowledge of SDA, SDLA, NQF, SAQA and PFMA
  - Knowledge and understanding of the SETAS.
  - National Skills Development Policy and Strategy knowledge
  - Knowledge of filing systems and record management
  - Knowledge and in depth understanding of Research methodologies
  - Strong knowledge of computer fundamentals which include: MS Word, MS Excel, MS PowerPoint; MS Outlook
  - Contract Management knowledge
  - Stakeholder Relations Management
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## 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
- Evidence of self-motivation and ability to work independently, within a team and under pressure.
- Strategic thinker with sound judgment who can pay attention to detail
- Ability to look up for information, cross- refer to contracts and identify supporting documentation submitted or outstanding
- Project management skills
- Effective cross functional communicator with planning and organisational skills.
- Able to organise own work priorities without constant supervision
- Passion to help improve operations continuously
- 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](mailto: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



