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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 developments 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 inductions, site visits to stakeholders (Learning institutions) to ensure compliance with TETA practices;
- 1.8 Facilitate the signing of MOAs with Institutions and contracts with individual learners.

2. Prepare & Submit claims to Finance

- 2.1 Ensure correctness of claims submitted to Manager and Finance;
- 2.2 Ensure that all bursaries/institutions are paid on time;
- 2.3 Ensure that a record of claims submitted to finance for payments are up-to-date;
- 2.4 Manage the upload of claims on project Module;
- 2.5 Ensure that Proof of payments are forwarded to stakeholders once paid.

3. Coordinate Activities of the Bursary Task Team

- 3.1 Manage the Development and review of the bursary policy, criteria and procedures as part of the Bursary Task Team;
- 3.2 Manage the Bursary Task Team;
- 3.3 Manage the evaluation of bursary applications as part of the Bursary Task Team;
- 3.4 Compile a Bursary Task Team Report to Internal Management Committee after the Task Team has made recommendations;

4. Management of Bursary Contracts

- 4.1 Manage bursary contract deliverables;
- 4.2 Oversee that bursaries/contracts and their supporting documents are captured on the MIS system;
- 4.3 Drive placement of learners for Internships and Work Experience;
- 4.4 Facilitate the payments of tranches (signing of documents and submission to finance unit);

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4.5 Manage the Bursary subunit;

4.6 Assist internal and external auditors with any queries and requirements regarding Learning Programs.

5. Stakeholders Management

5.1 Establish and maintain a good relationship with learning institutions, schools and training providers;

5.2 Facilitate the signing of MOUs with Institutions of Higher Learning;

5.3 Review academic results of learners with learning institutions;

5.4 Respond promptly to queries from applicants/learners regarding bursaries;

5.5 Provide guidance to learners in applying for transport sector related interventions;

5.6 Deal with non-performing bursary recipients in collaboration with learning institutions;

5.7 Provide career guidance and support to learners.

6. Reporting On Bursaries

6.1 Prepare reports on all bursaries funded by TETA;

6.2 Manage all the reporting pertaining to Bursaries;

6.3 Coordinate submission of Quarterly reports to the DHET and other stakeholders.

7. Coordinate Skills Development Related Events


7.1 Organise any bursary related events;

7.2 Attend to annual FET/HET and cadet events/ workshops/meetings and forums;

7.3 Participate in 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;
 - At least 3 years' experience in the implementation and management of bursaries;
 - Driver's license and own car.
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2.2 Knowledge and Skills

2.2.1 Knowledge

- Knowledge of standard office procedures;
- Knowledge of SDA, SDLA, NQF, SAQA and PFMA and other related legislations;
- Knowledge and understanding of the SETAS;
- National Skills Development Policy and Strategy knowledge;
- Knowledge and understanding of filing systems and record management;
- Knowledge and in depth understanding of Research methodologies;
- Strong knowledge of computer fundamentals including MS Word, MS Excel, MS PowerPoint; MS Outlook;
- Knowledge of Contract Management;
- Knowledge and understanding of 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;
- Evidence of self-motivation and ability to work independently, within a team and under pressure;
- 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 . 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 as unsuccessful



