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Transport Education and Training Authority

Skills Development and Learning Programmes Unit

Administrator: Skills Development Programmes Planning and Performance Support (Contract)

Randburg

Package: Market Related

KEY PERFORMANCE AREAS


1. Customer Relations

- 1.1 Support internal and external stakeholders;
- 1.2 Participate in provincial linkages e.g. (Career Expo's, Job Fairs, Industry Related Expo's);
- 1.3 Attend and participate in workshops targeting relevant stakeholders;
- 1.4 Keep stakeholders informed of new developments at TETA (changes in legislation, processes, procedures and policies);
- 1.5 Effective relationships management through ad hoc telephonic and electronic queries from both internal and external stakeholders in a professional manner;
- 1.6 Liaise with other operational team members to ensure that reports, presentations and other ad hoc deliverables are completed;
- 1.7 Attend to walk in stakeholders with queries.

2. Administrative Support for the Planning Process

- 2.1 Ensure sufficient planning for SD and LP processes;
- 2.2 Participate fully in the planning and drafting of the Strategic Planning Documents;
- 2.3 Support and ensure smooth Strategic Planning processes within the organisation including the provision of methodologies, tools, templates and advice for strategy development and implementation;
- 2.4 Identify risks problems and issues in relation to planning & performance and escalate them;
- 2.5 Ensure alignment and consistency between planning tools and on-time submission to relevant structures.

3. Workplace Based Learning Programmes Strategy Implementation

- 3.1 Assist in ensuring that the organisation fulfils its statutory requirements linked to workplace based learning programmes agreement regulations;
 - 3.2 Provide support in the development of relevant intervention strategies and guide internal stakeholders accordingly;
 - 3.3 Assist with the process of registration of workplace based learning programmes;
 - 3.4 Support and guide the implementation of Work Place Based learning;
 - 3.5 Facilitate the implementation of learner registration policies, procedures and processes;
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- 3.6 Manage overall enrolled learner data quality and report on compliance to policies, procedures and processes;
- 3.7 Provide administrative support on the Learnership registration process with QCTO, DHET and SAQA;
- 3.8 Keep stakeholders informed and updated about implementation of learning programmes per related regulations.

4. Annual Report

- 4.1 Assist with the consolidation of inputs into the Annual Report in line with National Treasury Annual Report guidelines;
- 4.2 Prepare submissions to all structures;
- 4.3 Timeous submission to the DHET and all other relevant organisations.

5. General Administration and Document Management

- 5.1 Ensuring effective implementation of filing system and information management within the unit;
- 5.2 Provide support to end users of the templates developed;
- 5.3 Keep records of all submissions to and from business units on the document register;
- 5.4 File Learner Agreements and all related evidence as per the approved filling plan;
- 5.5 Ensure that all Planning & Performance documents are uploaded on the website.

MINIMUM REQUIREMENTS

1. Experience and Qualification

- M + 3 qualification in ETD/HRM/HRD or relevant qualification;
- Minimum of 3 years' administrative experience, 2 years of which should be experience in Skills planning or learning Programmes environment;
- Experience in the Education Training and Development environment;
- Experience in a SETA or Public Sector environment preferable;
- Willingness to travel and work overtime.

2. Knowledge and Skills

2.1 Knowledge and understanding of:

- Standard office procedures, processes and policies;
- Knowledge and understanding of SETAs;
- Filing systems, records management and administration;
- Ability to operate spreadsheets, word processing at highly proficient level and computing proficiency in MS Word, MS Excel, MS PowerPoint, MS Outlook;
- Basic understanding of the Skills Planning.

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2.2 Skills

- Basic Report Writing skills;
- Time Management and planning skills;
- Exceptional Problem Solving Skills;
- Attention to detail and sense of urgency;
- Minute taking, telephone etiquette;
- Sound judgement and ability to act independently;
- Deadline driven;
- Relationship building skills and critical thinking;
- Strong focus on customers, service and stakeholder engagement skills.

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter clearly indicating the name of the position to recruitment@teta.org.za . All applicants will be considered in terms of TETA Employment Equity Plan, preference to Persons Living with Disability. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Monday, 7 February 2022.

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

