

JOB ADVERT

Transport Education Training Authority Maritime Chamber

Contract Administrator (Contract)

Cape Town

Package: Market Related

1. KEY PERFORMANCE AREAS

1. Customer Relations

- 1.1 Provide support to internal and external stakeholders;
- 1.2 Attend to contract related queries from stakeholders;
- 1.3 Attend and participate in annual workshops targeting SDFs and relevant stakeholders;
- 1.4 Participate in provincial activities (Career and industry exhibitions and job fairs).

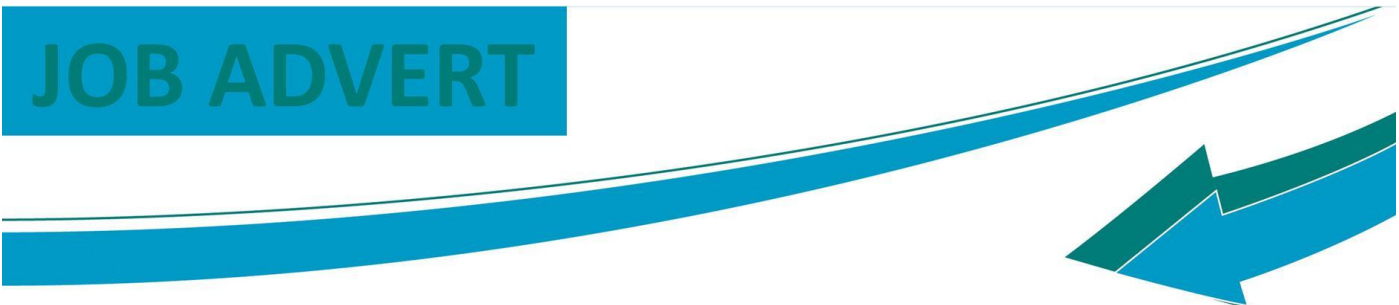
2. Contract administration

- 2.1 Assess DG claims;
- 2.2 Prepare evaluation reports and cheque requisition for payments;
- 2.3 Capture contract deliverables on QMS and Papertrail;
- 2.4 Capture learnership agreements on QMS and Papertrail;
- 2.5 Prepare addenda to contracts;
- 2.6 Maintain an up-to-date filing system of all documentation in support of DG claims;
- 2.7 Assist in generating DG contracts and related addenda as and when required;
- 2.8 Upload new contracts on QMS and Papertrail;
- 2.9 Provide inputs to DG report and Commitment schedule;
- 2.10 Communicate contract deviations to the Assistant ETDP;
- 2.11 Maintain an updated registered SDF/Stakeholder database.

3. Finance and Chamber Administration

- 3.1 Record, prepare and submit payment requisitions/ claims for payment and provide proof of payments to stakeholders;
- 3.2 Upload claim documents on QMS and Papertrail;
- 3.3 Assist with the Coordination travel arrangements for the chamber and Chamber Committee members;
- 3.4 Ensure that Subsistence, Travel and Chamber Committee allowance claims are processed and submitted to HR;
- 3.5 Provide personal assistance to the chamber Executive Officer timeously;
- 3.6 Assist with the arrangements and coordination's of Chamber Committee meetings and minute-taking;
- 3.7 Arrange chamber meetings accordingly;

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- 3.8 Keep an updated and accurate filing system of all chamber administrative documents;
- 3.9 Coordinate general procurement within the chamber in line with SCM processes;
- 3.10 Assist in addressing audit queries.

2. MINIMUM REQUIREMENTS

2.1 Experience and qualification

- M+3 qualification in HRM/ETD or relevant tertiary qualification;
- Minimum of 3 years' administrative experience, at least 1 year of which should be experience working with contracts and financial aspects thereof;
- Experience in ETD/SETA environment will be an added advantage;
- Willingness to travel and work overtime;
- Have at least code 8 Drivers license.

2.2 Knowledge and skills

2.2.1 Knowledge and understanding of;

- The SETA environment;
- Contract management;
- The following legislations - Skills Development Act, Skills Development Levies Act, National Skills Development Plan, Public Finance Management Act, Quality Council for Trades and Occupations Act, Protection of Personal Information Act and South African Qualification Authority.

2.2.2 Skills

- Administration and project management skills;
- Good interpersonal skills (both written and verbal);
- Telephone etiquette skills;
- Computer skills including MS Word, MS Excel, MS Outlook, MS Power Point.

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 Tuesday, 27 July 2021.

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

