JOB ADVERT

Transport Education and Training Authority

Strategic Projects and Stakeholder Relations Office

Officer: Strategic Projects and Stakeholder Relations

Randburg

Package: Market Related

KEY PERFORMANCE AREAS

1. Provide support to stakeholders

1.1. Facilitate communication of relevant information between TETA and stakeholders;

1.2. Resolve customer queries and complaints;

1.3. Stakeholder relationship management (internal and external);

1.4. Support the alignment and integration of programme plans and implementation.

2. Financial administration

2.1. Validate documentation according to the contract deliverables and validation framework;

2.2. Process tranche claims for payment;

2.3. Ensure that all contract deliverables are captured on TETA required systems;

2.4. Ensure that payments are processed timeously and followed up on with relevant department;

2.5. Update stakeholders on payments;

2.6. Financial analysis (verification of stipends spent and reconciliation of accounts).

3. Manage the Independent Management Committee (IMC) approval process

3.1. Record and maintain proposals in IMC database;

3.2. Compile reports and dashboard on IMC proposals;

3.3. Draft acknowledgment, rejection and award letters for received and evaluated proposals;

3.4. Maintain and support the online application process;

3.5. Ensure effective implementation of filing system and information management;

3.6. Compile IMC agenda, pack for presentation and supporting schedules;

3.7. Draft minutes of IMC meetings;

3.8. Follow up on IMC decisions with stakeholders.

4. Manage the administration of flagship projects

4.1. Manage the administration of flagship projects;

4.2. Manage the administration of special projects (contract drafting, maintenance and payments);

4.3. Manage all records and documents related to projects in line with TETA approved systems;

4.4. Manage the updating of flagship and strategic projects report on a monthly basis.

5. Audit, reporting and compliance

5.1. Coordinate and prepare for internal and external audits;

5.2. Prepare reports on unit's projects;

5.3. Provide support to benchmarking of SETAs best practices.

MINIMUM REQUIREMENTS

1. Qualification and experience

- M+3 qualification in Project Management or Education Training and Development or relevant tertiary qualification;
- Minimum of 4 years' experience in Project Management with at least 2 years of which should be experience in stakeholder management and reporting;
- Experience of providing project and/or general administrative support and reporting at executive and/or senior executive level;
- Experience in the public service and/or in skills development sector will be an added advantage;
- Willingness to travel and work overtime.

2. Knowledge and Skills

2.1. Knowledge and understanding of:

- Business process analysis/improvement;
- Data/statistical analysis, database management;

- Decision making and conflict management;
- Records management systems (electronic and manual);
- Contract management and project management;
- Stakeholder relationship management;
- Office and business administration;
- Proposals writing;
- Skills Development Act, Skills Development Levy Act, Public Finance Management Act and SAQA.

2.2. Skills

- Computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook)
- Excellent interpersonal skills (verbally and written);
- Report writing skills;
- Ability to work under pressure.

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 Wednesday, 2 December 2020.

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