



AgriSETA was established as the Sector Education and Training Authority for the economic sub-sectors that include primary and secondary agriculture. The following position has become available at the **HEAD OFFICE** in **ARCADIA, PRETORIA**:

LEARNERSHIP ADMINISTRATOR – REF LEA003

PURPOSE: To administer learnership activities in the Skills Delivery department.

KEY PERFORMANCE AREAS:

- * Provide administrative services regarding the registration of learnerships
- * Respond to queries
- * Liaise with the finance department to ensure timeous of payments of invoices
- * Liaise with the skills department regarding the capturing of the three party contracts and monitoring of the learner achievements
- * Ensuring monitoring of learners by submitting the necessary information to the ETQA section
- * Drafting regret or approval letters regarding provider applications
- * Review of invoices versus contract specifications and recording of payments made.
- * Providing reports and statistical information to the Department of Labour when required

REQUIREMENTS:

- * NQF5 or equivalent
- * 2-3 years experience in learnerships or skills programmes within the SETA environment

COMPETENCIES:

- * Accurate and figure-oriented.
- * Organised.
- * Computer literate.
- * Works well under pressure.
- * Knowledge of learnership regulations and the skills development act.
- * The incumbent needs to be proficient in both English and Afrikaans.

GRADING: Peromnes Level 12

EMPLOYMENT PERIOD: Contract until 31 March 2010

An updated CV (excluding certificates) should be sent to: Annetjie Labuscagne at Annetjie@agriseta.co.za or fax (012) 325 1677 before the close of business on 6 March 2009. Please indicate your current and required salary. If you have not received a response within 6 weeks after the closing date, please assume that your application was unsuccessful. This is a contract positions until 31 March 2010.

This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. AgriSeta is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.