

**LEARNING PROGRAMMES AND PROJECTS (MATERNITY RELIEVER FOR 4 MONTHS)
REMUNERATION: MARKET RELATED
REF: LPP/10/2021**

Designation	Officer: Learning Programmes and Projects
Reporting to	Assistant Manager: Administration
Division	Learning Programmes and Projects
Office location	Head Office (Pretoria)

Job purpose	To administer learning Programmes in the Learning Programmes and Projects division
Role context	Administration of learning programmes requires a thorough understanding of the administration of learning programmes within the Learning Programmes and Projects environment of SETAs

KEY PERFORMANCE AREAS

Key Performance area	Functional outputs / Actions
Administration of learning programmes	<ul style="list-style-type: none"> • Receive Discretionary Grants application • Capture and verify that applications are supported by appropriate documents • Verify the information captured • Forward all requests for approval to the Learning Programmes and Projects Evaluation Committee • Upload all approved projects to the system

	<ul style="list-style-type: none"> • Scan and upload documents on the drive • Participate in the evaluation of applications to provide input • Generate, distribute and receive contracts for signature by CEO and applicant • Provide feedback on all application status • Ensure that signed contracts are received and filed • Validate learner documents and communicate the outcomes to stakeholders • Register Learner Agreements before the training commences • Follow up outstanding contracts from stakeholders • Report weekly on contracts received
Processing payments	<ul style="list-style-type: none"> • Receive and capture all invoices relating to the learning programmes • Analyse invoices against contract deliverables approvals for each project • Link learners to grant payments • Submit learner documents for capturing and keep accurate records • Check accuracy of invoices for payment • Forward approved invoices to finance department for payment • Verify payments on the AX system • Keep an up-to-date document register of documents received and submitted
Stakeholder liason	<ul style="list-style-type: none"> • Provide excellent customer service to AgriSETA internal and external stakeholders • Provide guidance to stakeholders, learners, employers and training providers regarding learning programmes and other requirements • Assist stakeholders and training providers regarding invoice and calculation of grants • Respond to all client correspondence and walk-ins concerning learning programmes • Respond to all queries regarding learning programmes and payments • Perform any administrative duties required by the division
Provide information to auditors	<ul style="list-style-type: none"> • Provide information related to audit requests • Validate information prior to submitting to auditors • Keep records of documents submitted • Ensure that there are no repeat audit findings on any audited documents
Reporting	<ul style="list-style-type: none"> • Generate weekly and monthly reports on contracted, committed and balanced amounts against approved project budget

	<ul style="list-style-type: none"> • Compile relevant statistics for inclusion in appropriate reports when required
Adhoc	<ul style="list-style-type: none"> • Any other duties which may be assigned by the Manager

Internal and external contacts	<ul style="list-style-type: none"> • Internal: All internal departments • External: Stakeholders
Qualifications and experience	<ul style="list-style-type: none"> • National Diploma in Business / Office Administration (NQF Level 6) • Grade 12 • 3 years' experience in in administrative function • 3 years related experience in project management • Knowledge of SETA learning programmes will be an added advantage
Required competencies	<ul style="list-style-type: none"> • Attention to detail • Ability to work under pressure • Project management skills • Organising skills • Time management • Ability to work in a team • Computer Literacy • Communication skills • Good work ethics

Employment period: 01 January 2022 until 30 April 2022 (4 months)

An updated CV with a covering letter including certificates should be forwarded to:

LPPRecruitment@agriseta.co.za

Closing date: Friday 22 October 2021 at 16:30

Enquiries: Tshepiso@agriseta.co.za

Please note this e-mail is for enquiries only and no application will be considered and quote the reference number on the subject)

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after the closing date of this advertisement, consider your application unsuccessful.

This advertisement has 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 Employment Equity Plan.



Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.