

**LEARNING PROGRAMMES AND PROJECTS (VALIDATION OFFICER)  
PATTERSON GRADE C3  
REF: VALIDATION/10/2021**

<b>Designation</b>	Officer: Learning Programmes and Projects (Validation)
<b>Reporting to</b>	Assistant Manager: Administration
<b>Division</b>	Learning Programmes and Projects
<b>Office location</b>	Head office (Pretoria)

<b>Job purpose</b>	To administer learning programmes in the Learning Programmes and Projects division
<b>Role context</b>	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
<b>Administration of learning programmes</b>	<ul style="list-style-type: none"> <li>• Receive Discretionary Grants application</li> <li>• Capture and verify that applications are supported by appropriate documents</li> <li>• Verify the information captured</li> <li>• Forward all requests for approval to the Learning Programmes and Projects Evaluation Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• Upload all approved projects to the system</li> <li>• Scan and upload documents on the drive</li> <li>• Participate in the evaluation of applications to provide input</li> <li>• Generate, distribute and receive contracts for signature by CEO and applicant</li> <li>• Provide feedback on all application status</li> <li>• Ensure that signed contracts are received and filed</li> <li>• Validate learner documents and communicate the outcomes with stakeholders</li> <li>• Register Learner Agreements before the training commences</li> <li>• Follow up on outstanding contracts from stakeholders</li> <li>• Report weekly on contracts received</li> </ul>
<b>Validation of Learner Documents Received</b>	<ul style="list-style-type: none"> <li>• Receive contracts from stakeholders and ensure accuracy in line with the approved list</li> <li>• Escalate all exceptions to the Assistant Manager/ Manager: Learning Programmes</li> <li>• Receive learner documents from stakeholders and record them in the document register</li> <li>• Validate the learner documents and ensure that all documents submitted are in line with the DHET validation framework</li> <li>• Submit to the relevant section and record the submission</li> <li>• Communicate exceptions to stakeholders</li> <li>• Report weekly and monthly to the Assistant Manager / Manager: Learning Programmes on all documents received and any other pertinent matters</li> </ul>
<b>Processing payments</b>	<ul style="list-style-type: none"> <li>• Receive and capture all invoices relating to programmes</li> <li>• Analyse invoices against contract deliverables approvals for each project</li> <li>• Link learners to grant payments</li> <li>• Submit learner documents for capturing and keep accurate records</li> <li>• Check accuracy of invoices for payment</li> <li>• Forward approved invoices to the Finance department for payment</li> <li>• Verify payments on AX system</li> <li>• Keep an up-to-date document register of documents received and submitted</li> </ul>
<b>Stakeholder liaison</b>	<ul style="list-style-type: none"> <li>• Provide excellent customer service to AgriSETA internal and external stakeholders</li> <li>• Provide guidance to stakeholders, learners, employers and training providers regarding learning programmes and other requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist stakeholders and training providers regarding invoice and calculation of grants</li> <li>• Respond to all client correspondence and walk-ins concerning learning programmes</li> <li>• Respond to all queries regarding learning programmes and payments</li> <li>• Perform any administrative duties required by the unit</li> </ul>
<b>Provide information to auditors</b>	<ul style="list-style-type: none"> <li>• Provide information related to audit requests</li> <li>• Validate information prior to submitting to auditors</li> <li>• Keep records of documents submitted</li> <li>• Ensure that there are no repeat audit findings on any audited documents</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Generate weekly and monthly reports on contracted, committed and balanced amounts against approved project budget</li> <li>• Compile relevant statistics for inclusion in appropriate reports when required.</li> </ul>
<b>Adhoc</b>	<ul style="list-style-type: none"> <li>• Any other duties which may be assigned by the Manager</li> </ul>

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

**Employment Period: Fixed Term Contract position until March 2030**

An updated CV with a covering letter including certificates should be forwarded to:  
[LPPValidation@agriseta.co.za](mailto:LPPValidation@agriseta.co.za)

**Closing date:** Friday 29 October 2021 at 16:30

**Enquiries:** [Tshepiso@agriseta.co.za](mailto: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.**