

## EMPLOYMENT OPPORTUNITY

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BS02/2021ABSPEC
Job Title:	<b>Specialist: Alternative Banking</b>
Reporting Line:	Manager: Alternative Banking
Full-time/Part-time/Contract:	Full-time position

**Remuneration: R 483 300 to R 612 180 CTC per annum.**

### The purpose of the role:

The overall purpose of the job is to provide administrative and strategic support to the Alternative Banking Manager by managing projects; registering new employers and skills development Facilitators (SDF) on the BANKSETA systems and linking new employers with SDFs; capacitating Skills Development Facilitators so that they can develop Workplace Skills Plans (WSPs) and implementation reports for employers they represent; drafting correspondence, checking quotations and processing payments for projects; checking compliance with all relevant Legislation, Regulations, Policies and managing customer/stakeholder relations.

### Main Responsibilities:

- Registers new employers the BANKSETA Systems and links employers with SDFs.
- Implements the BANKSETA Mandatory Grants Policy and QMS by amongst other things informing stakeholders on how to access grants and assisting in completing grants forms.
- Contributes to the BANKSETA targets for organization's that complete WSPs.
- Registers SDFs electronically and manually and updates the database.
- Captures WSP and Annual Training Reports (ATRs) on the system.
- Assists employers and SDFs with queries on reporting requirements by advising them on the requirements through emails, one-on-one site visits or telephone.
- Assists employers and SDFs to complete reporting templates by conducting one-on-one site visits, workshops and telephoning them.
- Receiving, reviewing and interim approval of WSPs / ATRs by checking information that is outstanding for example no pivotal training submitted.
- Conducts follow-ups on queries by amongst other things no acknowledgment letter was received for WSPs.
- Contacts new / inactive organizations to participate in Skills Development by visiting them and building relationships with them.
- Implements projects by managing the service provider
- Checks that the customized BANKSETA Prince II process is implemented by checking compliance with and adherence to the Prince II requirements.

- Contributes to the BANKSETA targets as indicated by the service level agreement (SLA) with the Department of Higher Education and Training.
- Checks that projects (as agreed per the Performance Scorecard) are implemented in accordance with the Discretionary Grant Policy, Pivotal Grants Regulations and QMS by checking that there is compliance with these.
- Checks that all BANKSETA internal processes and procedures are followed for example checks that Supply Chain Management (SCM) Policy, Processes and Procedures, Finance and Governance are followed.
- Assists the First Line Manager by amongst other things setting up of project steering committees and runs the meeting if First Line Manager is not available.
- Attends events, meetings, employer visits and other stakeholder (government, service provider, professional body, institutions of higher learning and related) forums in own capacity or represents the First Line Manager on his or her behalf.
- Assists with general and specific compliance activities related to audits (internal, external audits and Department of Higher Education and Training (DHET) visits) by amongst other things making information readily available during audits for example when training took place.
- Procures venues and other logistical arrangements (for example travel and catering amongst others) for meetings by liaising with Supply Chain Management.
- Processes project payments and liaises with stakeholders on payment related queries by liaising with Finance.
- Provides support and feedback to organisations by amongst other things advising them on Skills Development and reporting requirements.
- Builds new strategic relationships with BANKSETA stakeholders for example by facilitating sessions on WSPs / ATRs.
- Disseminates reports and information to all relevant stakeholders.

### **Competencies:**

- Creative Thinking
- Sector Awareness
- Conceptual Thinking
- Audience Sensitivity
- Fostering Learning
- Knowledge Sharing
- Information Seeking
- Logical Reasoning
- Organisational Awareness
- Systemic Thinking
- Stress Tolerance & Resilience
- Judgement & Decision-Making
- Analytical Thinking
- Adaptability
- Results & Quality Focus
- Stakeholder Engagement
- Collaboration
- Reliability
- Planning & Organising
- Interactive Communication

### **Knowledge and Skills Required:**

- Knowledge of Alternative Banking
- Knowledge of BANKSETA Divisions

- Knowledge of BANKSETA Policies and Procedures ( i.e. Supply Chain Management Policies and Procedures, Finance Policies and Procedures)
- BANKSETA Systems (Remote net & AX)
- Quality Management System (QMS)
- WSP / SDF Functions
- Knowledge of Skills Development Legislation
- Knowledge of the National Credit Act

**Required Qualification:**

- B Degree in relevant field
- Project Management Qualification

**Preferred Qualification:**

- B Degree (NQF Level 7)
- Postgraduate qualification (NQF Level 8)
- Advanced Project Management Qualification

**Required Experience:**

- Learning and Development Experience 5 Years
- Project Management Experience 3 Years

Closing date for applications: **15 February 2021 at 16h30.**

**Please direct all applications (CV's and qualifications included) to: [noncedos@bankseta.org.za](mailto:noncedos@bankseta.org.za)**

***Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETAs Employment Equity Plan***

**Enquiries** to: [celesteh@bankseta.org.za](mailto:celesteh@bankseta.org.za) (No applications sent to this email address only will be considered)