

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 alternative banking 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:	BSYDADMIN042021
Job Title:	Administrator: Youth Development
Job Band:	A
Reporting Line:	Manager: Youth Development
Full-time/Part-time/Contract:	Full Time
Location:	Gauteng - Centurion (Head Office)

**Remuneration: R 269264.69 – R 403897.03 CTC per annum.**

#### **The purpose of the role:**

The Youth Development Department's mission is to promote, support and implement new and existing skills development initiatives for our stakeholders. The ambit of our stakeholders includes employees, new entrants and potential new entrants in the broader banking and micro finance sector. As such, the Learning Programmes Department is the custodian for the "Youth Development Strategy" and the "Integrated Strategy for Development of Disabled People" within the broader banking and micro finance sector.

The Youth Development Department is the custodian for the implementation of sector appropriate learnerships that target both employed and unemployed learners. The Youth Development team is responsible for advising registered BANKSETA employers on how to effectively implement Learnerships in accordance with the BANKSETA Learnership Policy and relevant Legislation governing learnerships. This entails the registration of new Learnerships with DoL and receipt of learnership agreements from the sector.

The role of the Youth Development Administrator is to provide administrative support in the department.

#### **Main Responsibilities:**

##### **Administration:**

- Capture new learnership applications for registration with the Department of Labour (DoL)
- Ensure correct Learnership agreements are delivered by the sector
- Capture Learnership agreements onto the BANKSETA's SETA Management System (SMS)
- Provide administrative support with regards to the implementation of specific Learning Programmes projects (as agreed per the Performance Scorecard) according to the BANKSETA Discretionary Grant Policy and QMS
- Maintain a filing and category system for the Learnerships Department
- Provide project administration support to ensure that the customized BANKSETA Prince II process is implemented
- Ensure that project records (both hard copy filing and electronic systems) are updated and reflect the correct project documents
- Compilation of Beneficiary Reports and uploading of these reports on a quarterly basis.
- Assist with general and specific compliance activities related to all audits (Auditor-General, internal audits and Department of Labour/Education verification audits) and related corporate governance requirements as and when required

- Provide administrative support in the department with regards to:
  - Finance - preparing project payments and handling payment related queries,
  - SCM - assisting with department related procurement items, ensuring that project related contracts are uploaded on the system
  - IT - ensure that all the system-related queries are captured on log-it for prompt response, follow-up and resolution in collaboration with IT-support
  - Corporate Services – provider payments, stationary requirements for the department, asset register updates, obtaining courier services when required etc.
  - Marketing – obtaining marketing items for events, responsible for departmental specific marketing items like banners and corporate gifts inventory
- Database management – ensuring that the departmental database of employers / providers is updated continuously
- Logistics management – organizing meeting rooms, refreshments for meetings / workshops when required
- Secretariat support - minute taking and distribution of minutes and agenda, technology requirements for meetings are organized
- Events support – preparation of events documents including register, name badges, branding requirements etc.
- Issue correspondence (letters, e-mails, faxes) approved by the Manager / Specialists
- Assist the Manager and Specialists with ad hoc activities/ tasks related to the successful implementation of projects and other general duties

#### **Account Management:**

- Respond to enquiries from all stakeholders, the general public and internal clients
- Represent BANKSETA in a professional manner telephonically, frontline reception, meetings and other forums as required

#### **Other:**

- Provide reception relief as and when required

#### **Competencies:**

- Demonstrate excellent understanding of co-coordinating and office administration
- Fluent communication skills (written, verbal)
- Customer focus
- Telephone etiquette
- Able to work without supervision and team player when required
- Effective time management / self-management
- Interpersonal skills
- Business understanding related to Financial services or understanding of SETA operations
- Attention to detail
- Administration skills
- Problem solving skills
- Good communication and interpersonal skills
- Self-motivated
- Action-orientated
- Ability to work under pressure and adhere to tight deadlines

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

- Input and capture data with minimum errors
- Maintain filing and category system
- Basic business writing skills
- Basic financial management (reconciling of invoices, project budgeting etc.)
- Follow processes and procedures

- Knowledge / information management
- Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer as well as the ability to learn the BANKSETA's internet based internal data capturing system)
- Experience implementing the PFMA

**Minimum Requirements:**

- Minimum of 4 years working experience, of which at least 2 should be in administration
- Prior experience in administrative support in the learnerships domain with a training provider or SETA
- National Diploma/Certificate

Closing date for applications: **30 April at 16h30**

Please direct all applications [youthadmin@bankseta.org.za](mailto:youthadmin@bankseta.org.za)

Please use the reference number of this advert (BSYDADMIN042021) when applying.

***Note: Preference will be given to candidates who meet BANKSETA's Employment Equity Plan. White and coloured males/females are encouraged to apply.***