



EMPLOYMENT OPPORTUNITY

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act 97 of 1998 as amended by Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the banking and alternative banking sector. As guided by its mandate, the BANKSETA is as such an agent of transformation and seeks to promote employment equity and Broad-based Black Economic Empowerment through skills development. For further details on the BANKSETA, visit www.bankseta.org.za

Reference Number:	BS/16092021/DATAVALIDATORTEMP
Job Title:	Data Validator
Job Band:	B
Reporting Line:	Manager: Project Management Office
Full-time/Part-time/Contract:	6 months contract
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 22438,72 per month CTC.

The purpose of the role:

Assist operations team in checking and validating invoices and learner support evidence received against the Department of Higher Education and Training (DHET) reporting template to enable processing of invoices for payment and also reduce the risk of poor data input into the Quarterly reports for Performance Information. The same time will be used to validate the data (SETMIS) uploads versus the input source that is the excel spreadsheets.

Main Responsibilities:

Data Validation

- Check all invoices received against the approved contracts/Memoranda of Agreements (MoA) in terms of agreed terms of payment.
- Check all supporting evidence received (learner agreements, highest qualifications, progress reports where applicable, proof of registrations, etc. as detailed on the contracts/MoAs Annexure As –listing of tranches and expected supporting evidence to be submitted.
- Check details captured on the DHET reporting template against the supporting evidence to ensure the captured information is accurate.
- Complete the payment Allocation forms details and ensure it is ready for submission to the relevant Specialist.
- Verify against the DHET validation checklist that all required evidence for the respective reporting Tab has been provided where necessary highlight such discrepancies to the relevant Specialist who will engage with relevant stakeholder.
- Ensure all evidence is scanned and correctly referenced according to the naming convention for learner evidence as guided by the relevant Specialist.
- Ensure the allocation Form, scanned learner evidence, progress/close reports and DHET reporting tool/template is forwarded via email to the relevant Specialist for checking.

Data Storage

- Ensure all invoices are submitted, signed off and payment confirmations are saved according to correct naming convention together with supporting evidence on 'Shared' drive and relevant section folders.
- Submit such evidence to the Project Management Office (PMO) Administrator for her to save on S drive-PMO folder
- Submit to the Project Management Office (PMO) Administrator the DHET reporting tool/template for her to consolidate for reporting

General administration support

- Assist from time to time to validate the Commitment Schedule (CS) to ensure completeness and accuracy.
- Assist in any administrative work as may be delegated like checking computations for learner stipends
- Check the SETMIS report(output) against Excel spreadsheet report (input source) and ensure 100 percent accuracy

Competencies:

- Attention to details and accurate output
- Meet deadlines
- Take ownership and responsibility for tasks
- good communication skills
- Strong document management and computer skills
- Strong customer centric
- Ability to work and deliver under pressure
- Willingness/ability to work virtually if required
- Integrity
- Problem solving/analytical/investigative orientation
- Presentation skills
- Good interpersonal skills

Knowledge and Skills Required:

- No work experience
- Good appreciation of basic micro-soft office-outlook, excel-data spreadsheets, word, v-look up a plus
- Previous 2-3 year TVETs/University graduates preferred

Minimum Requirements:

- Diploma/Certificate in any Administrative studies/office assistant/Project Management
- Qualification on NQF 5
- A laptop in good working condition

Closing date for applications: **5 October 2021 at 16h30**

Please direct all applications datavalidator@bankseta.org.za

Please use the reference number of this advert (BS/16092021/DATAVALIDATORTEMP) 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.