

# EMPLOYMENT OPPORTUNITIES



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:	BS012023MISSUPPORT
Job Title:	Specialist: MIS SUPPORT
Job Band:	C
Reporting Line:	Manager: PMO
Contract:	4 months
Location:	Gauteng - Centurion (Head Office)

**Remuneration: R 538 944,72 to R 682 663,32 CTC per annum.**

## The purpose of the role

Assist PMO Manager in implementing required application outcomes by providing statutory reporting on the Management information System in line with user requirements for both Sector Education and Training Management Information System (SETMIS) and National Learner Record Database (NLRD) reporting specifications from time to time through testing and user support to ensure compliant systems output.

## Main Responsibilities

### System Support

- Perform statutory reporting on month and quarterly basis
- Coordinate with business units/ system owners to determine reporting needs and specifications
- Verify and redefine logical design before and during reporting process
- Run tests to fix any bugs affecting production and submission of statutory reports
- Consider both back-end data for user and reporting specifications
- participate in data cleansing process during system migration
- participate in system migration process to define data type, data formats and system interface outlay
- assist in system report requirements needs

## Governance framework, Strategy, Risk Management and Policies

- Maintain data standards by adhering to data protection legislation requirements (POPIA)
- Compile and submit technical report

## User Support

- Follow up on implementation plans for any audit logs raised.
- Ensure Systems reports meet user requirements
- Perform users consolidations.

## Competencies

- Attention to detail and accurate output
- Deadline driven
- Accountable
- Strong communication skills
- Computer skills - Advanced
- Customer centric
- Ability to work and deliver under pressure
- Willingness to work after normal operating hours
- Integrity
- Problem solving/analytical/investigative orientation
- Presentation skills
- Resilient
- Innovative
- Good interpersonal skills

## Knowledge and Skills Required

- Knowledge of software development platforms (visual studio; C# and Microsoft .Net Framework)
- Software and Application Development, Testing, configuration, commissioning, and database administration
- Understanding of C#, SQL Server and ODBC and web services
- Understanding of Software Development Lifecycle
- Knowledge of SETA sector
- Knowledge of SETMIS and NLRD reporting specifications

## Minimum Requirements

- Certificate/National Certificate/Diploma/National Diploma in IT/IS or relevant qualification
- 3 years' experience in supporting Management Information System (MIS)
- Understanding of SETA operational processes (ETQA, WSP and Learning Programmes)
- Certification in development technologies will be advantageous
- Certification and Business / Application Analysis will be advantageous
- Experience in SETA Management Information Systems will be advantageous

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Closing date for applications: **15 February 2023**

Please direct all applications, in the form of your CV, to [misspecialist@bankseta.org.za](mailto:misspecialist@bankseta.org.za)

Please use the reference number of this advert (BS012023MISSUPPORT) when applying.

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