

# 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:	WILSPECBSFEB2023
Job Title:	Specialist: Work Integrated Learning
Job Band:	C
Reporting Line:	Manager: Work Integrated Learning
Full-time/Part-time/Contract:	Permanent
Location:	Head Office

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

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

Learning Programmes Department 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 Learnerships Department is the custodian for the implementation of sector appropriate learnerships that target both employed and unemployed learners. The Learnership 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.

## **Main Responsibilities:**

### **1. Project Management and Administration**

- Register promote and implement Learning Programmes that form part of the BANKSETA's Strategic intent
- Liaise with and manage relationships with employers and / or service providers that form part of the Learning programmes delivery model
- Compile professional correspondence and communication applicable to Learnerships
- Ensure that Learnerships and / or related Learning Programmes are implemented successfully and in accordance with Legislative and BANKSETA requirements

- Implement specific Learning Programmes projects (as agreed per the Performance Scorecard) according to the BANKSETA Discretionary Grant Policy and QMS
- Implement the customized BANKSETA Prince II process
- Implement the BANKSETA policies and processes pertaining to supply chain management (SCM), finance, governance (Finance Committee and Council) as these relate to discretionary grant projects
- Research and develop new projects or provide input to continuous improvement of existing projects and provide supply / demand information to the Research department
- Draft Terms of Reference and provide support to the SCM process in consultation with the Manager
- Assist the Manager with provider management and activities/ tasks related to the successful implementation of projects
- Provide support to the Manager and be ready to step in when required to represent the department/BANKSETA at events, meetings, employer visits and other stakeholder (government, service provider, professional body, institutions of higher learning and related) forums
- Assist with general and specific compliance activities related to audits and related requirements

## **2. Project Administration - General**

- Monitor and provide feedback on the status of projects customized for reporting platform (eg. CEO, employer, BANKSETA staff etc)
- Process project-related administration
- Maintain BANKSETA website with current information and statistics on Learning Programmes projects and interventions
- Improve on processes and procedures per the Learning programmes Quality Management System (QMS)
- Contribute to the BANKSETA Newsletter and related media on the progress of Learning Programmes projects and interventions
- Provide project administration support to BANKSETA Project Executives according to the BANKSETA Discretionary Grant Policy and QMS
- Ensure that BANKSETA strategies and NSDS targets are achieved through projects
- Ensure the correct and thorough implementation of PRINCE II in learning programmes implemented by BANKSETA
- Ensure that project records (both hard copy and electronic) are updated and reflect the correct project status.
- Liaise with other support departments like Finance, IT, SCM and Corporate Services to ensure that all aspects of project administration support are integrated and seamless for internal clients

## **3. Account Management**

- Render exceptional support and client service to both internal and external BANKSETA stakeholders
- Provide dedicated support and feedback to BANKSETA Employers

- Maintain and build new strategic relationships with BANKSETA stakeholders (including government, service providers, professional bodies, institutions of higher learning etc.) for the benefit of BANKSETA
- Respond to enquiries from stakeholders, the general public and internal clients
- Ensure that all information and other items required for meetings and forums are in place
- Compile and disseminate reports, information etc. for all BANKSETA communication channels and ensuring that these remain updated

#### **4. Competencies**

- Managerial qualities
  - Planning and Organising
  - Quality orientation
- Professional qualities
  - Project management skills
  - Problem analysis and solving
  - Above average communication (verbal and written)
  - Able to work without supervision and team player when required
  - Ability to work under pressure and adhere to tight deadlines
  - Facilitation skills
  - Presentation skills (able to communicate with senior executives locally and potentially internationally)
- Entrepreneurial qualities
  - Action orientated
  - Ability to prioritize tasks
- Personal qualities
  - Interpersonal skills
  - Resilience
  - Ability to interact with difficult clients
  - Self confidence
  - Self motivation

#### **5. Knowledge and Skills Required**

- Knowledge of implementation of Skills Development Act and Levies Act, and related aspects pertaining to Learnerships
- Business writing skills (including report writing, drafting presentations and articles for publishing) Proven skills in / experience to manage projects
- Professional knowledge and skill in area of expertise
- Personal organization and time management discipline
- Basic financial management (reconciling of invoices, project budgeting etc.)
- Basic research skills
- 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)

## 6. Minimum Requirements

- Relevant Bachelor's Degree or National Diploma
- Driver's license
- Own vehicle
- 4 years of L & D/Education experience
- 2 years' project management experience
- Knowledge of adult learning strategies and methodologies
- Transformational legislation and policies (SDA, SDL, BBBEE etc.)

## 7. Additional/Advantageous Requirements

- B Degree/National Diploma in Occupationally Directed Education, Training Development Practitioner (ODETD) or equivalent
- Postgraduate Qualification in ODET will be advantageous
- Project Management Qualification will be advantageous

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Closing date for applications: **24 February 2023 at 16h30**

Please direct all applications, (with attached CV, ID and Qualifications) to [WILSPEC@bankseta.org.za](mailto:WILSPEC@bankseta.org.za)

Please use the reference number of this advert (WILSPECBSJAN2023) 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.***