

## 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:	BS082023ABSPEC
Job Title:	<b>Specialist: Learning Programmes</b>
Reporting Line:	Manager: Alternative Banking
Full-time/Part-time/Contract:	Full-time position
Location:	Gauteng-Centurion (Head Office)

**Remuneration: R 579 365,61 – R 733 863,09 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; assisting new employers and Skills Development Facilitators (SDF) on the BANKSETA system for the purpose of WSP submissions, drafting correspondence, checking quotations and processing payments for projects; checking compliance with all relevant Legislation, Regulations, Policies and managing customer/stakeholder relations.

### Main Responsibilities:

- Register new employers the BANKSETA System and link employers with SDFs.
- Implements the BANKSETA Mandatory Grants Policy by amongst other things, informing stakeholders on how to access grants and assisting in completing WSP grants forms.
- Contributes to the BANKSETA targets for organization's that submit WSPs.
- Registers SDFs electronically and manually and updates the database.
- 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 when 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 Discretionary Grant projects by managing the service provider

#### BANKSETA Gauteng (Head Office)

Building C2, Eco Origin Office Park  
349 Witch-Hazel Avenue  
Eco-Park Estate, Highveld  
Centurion

#### BANKSETA Free State Office

Motheo TVET College Central Office  
c/o Georges & Aliwal Streets  
Bloemfontein

#### BANKSETA Eastern Cape Office

Waverley Office Park, Phase 4  
Building 3-33, Phillip Frame Road  
Chiselhurst  
East London

#### BANKSETA Limpopo Office

Stand 3200, Platinum Park  
Extension 68, Bendor  
Polokwane

- Checks that the BANKSETA project management process is implemented by checking compliance with and adherence to the requirements.
- Contributes to the BANKSETA targets as indicated by the service level agreement (SLA) with the Department of Higher Education and Training and the BANKSETA Annual Performance Plan.
- Checks that projects are implemented in accordance with the Discretionary Grant Policy, Discretionary Grant 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) by amongst other things making information readily available during audits aligned to technical indicator descriptors and guidelines.
- Procures service providers, venues and other logistical arrangements (for example travel and catering amongst others) for training delivery and 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 and planned discretionary grant projects.
- 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
- Accuracy

**Knowledge and Skills Required:**

- Knowledge of Alternative Banking
- Knowledge of BANKSETA Policies and Procedures ( i.e. Supply Chain Management Policies and Procedures, Finance Policies and Procedures)
- BANKSETA Systems (SAGE, MIS)
- WSP / SDF Functions
- Knowledge of National strategies related to skills development and Skills Development Legislation
- Knowledge of audit requirements
- Knowledge of Procurement and Financial processes

**Required Qualification:**

- B Degree or NDip in Human Resources or Learning and Development (or equivalent qualification)
- Project Management Qualification

**Required Experience:**

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

Closing date for applications: **13 September 2023 at 16h30.**

**Please direct all applications (CV's and qualifications included) to: [abspec@bankseta.org.za](mailto:abspec@bankseta.org.za) with reference number BS082023ABSPEC**

***Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETA's Employment Equity Plan. White, coloured and Indian candidates are encouraged to apply.***