

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:	BSLPSLIMPOPO102023
Job Title:	Specialist: Learning Programmes
Reporting Line:	Manager: Limpopo/Mpumalanga
Full-time/Part-time/Contract:	Full-time position

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 Regional Manager by managing projects and contracts; 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 until conclusion
- 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
- 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.
- Ensures all performance information meets the Technical indicator descriptor requirements and evidence guidelines and prepare the evidence packs for audit.
- 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.
- Serve on Bid Committees and Evaluation panels when required to do so.
- 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.
- Prepares quarterly reports accurately according to BANKSETA Standard Operating Procedures.
- Check accuracy of the Commitment schedule on a monthly basis
- Record all evidence received on the register according to Standard Operating Procedure.
- To support the regional manager in developing partnerships with BANKSETA stakeholders and public and private training providers to enhance and ensure that BANKSETA offerings impact positively in the region.
- To travel to and within selected provinces whilst representing the BANKSETA at the various stakeholder forums, training events, employer site-visits, including Skills Development related events by stakeholders.
- To develop relationships between public training providers and employers to facilitate work exposure for learners in their respective disciplines.
- To support the regional manager in developing partnerships with BANKSETA stakeholders and public and private training providers to enhance and ensure that BANKSETA offerings impact positively in the region.
- Provide information necessary for and specific compliance activities related to audits (internal, external audits and Department of Higher Education and Training (DHET) visits) by amongst other things making information readily available during audits for example when training took place.

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 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
- Excellent knowledge of Excel and other Microsoft programmes ie Word and Powerpoint

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: **23 October 2023 at 16h30.**

Please direct all applications (CV's and qualifications included) to: learningspeclimpopo@bankseta.org.za with reference number BSLPSLIMPOPO102023

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