

## **Advertisement**

### **Monitoring and Evaluation Administrator**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Monitoring and Evaluation Administrator**, will report directly to the **Specialist: Monitoring and Evaluation** and be based at the **Head Office: Centurion**.

**Grading: (Role Band: C1)**

**Salary: R297 062** (Total Cost to Company per annum)

#### **The role of this position is to:**

Provide sound, effective and efficient administration services and support to Monitoring and Evaluation, whilst maintaining confidentiality, integrity and compliance to SETA policies & procedures

#### **Key Performance Areas will include but not limited to the following:**

- Execute sound administration and recording across Monitoring and Evaluation services, processes and procedures
- Liaising with other Business Units to ensure proactive communication regarding the Unit's Validation and Reporting Schedule;
- Scheduling and organizing meetings; and
- Taking minutes and keeping records thereof
- Ensure that a well-organized, up-to-date filing system is implemented and maintained
- Establishing an effective Records Management System for the Unit and ensure that records are correctly labelled and timeously filed/uploaded in the Unit's Records Management System.
- Maintaining the Unit's File Plan by updating the File Plan with new documents; Retiring obsolete documents from the File Plan; and ensuring alignment between the File Plan and the Unit's Records Management System.
- Render Administrative Support within the Unit
- Facilitate travel bookings for employees within the unit;
- Participate in the unit's capacity building sessions
- Collate and file records pertaining to performance management records, leave records, stakeholder visit records etc.
- Handle and maintain stationery orders and ensure sufficient stock levels and controls are implemented to align with the budget
- Render administrative support pertaining to processing of RFPs and invoices.
- Provide records management support related to Performance Information
- Support the unit to continuously track, monitor and measure its performance against set performance targets by drawing unit specific reports and filing evidence to substantiate performance reported;
- Assist in ensuring the timeous availability of the Organizational Performance Report for circulation to all employees by drawing the report from the system as per Reporting Schedule;

- Assist with preparing documentation for Auditors and provide audit information (internal and external) as requested
- Collate information for audit queries
- Assist in ensuring accessibility and availability of the POE related to Performance Information Reports to management when required.
- Assist in maintaining the unit's knowledge management system related to M&E and performance records ensuring that records are archived after audits have been completed.
- Handle, report and respond to stakeholder queries and complaints
- Assist the M&E Specialist with validation of Final Report and in preparation for internal and external Audits.
- Assist the M&E Unit with preparation of the validation process
- Assist M&E Unit in verification, validating performance information and compiling of quarterly and annual reports
- Conduct monthly verification of reported information to ensure quality and accuracy performance information by the M&E Unit
- Provide target owners with guidance on the validation process based on DHET validation guidelines and Technical Indicator Descriptors
- Assist the M&E Specialist in compiling periodic performance reports for MANCO, EXCOM and Board
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation.
- Assist to continuously track, monitor and measure Monitoring and Evaluation performance against set standards and performance targets

### **Minimum Qualifications and Experience**

- National Diploma in Public Administration/Public Management
- 2 years' working experience in administration
- Knowledge of MS Word, MS PowerPoint

### **Instructions to applicants**

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the email subject line.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [recruitment2@wrseta.org.za](mailto:recruitment2@wrseta.org.za) The closing date for applications is: **29 April 2025**