

Advertisement

Administrator: Strategic Planning & Research

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Administrator: Strategic Planning & Research**, who will report directly to the **Senior Specialist: Research & Innovation** and be based at the **Head Office: Centurion**.

Grading: (Role Band: C1)

Salary: R314 886 (Total Cost to Company per annum)

The role of this position is to:

Provide high-level, effective, and efficient administrative, strategic, financial, and performance reporting support to the SPPE unit. The incumbent will coordinate planning processes (SSP, APP, SP, AOP), stakeholder engagement, and research projects. The role includes oversight of budget tracking, invoice processing, and ensuring timely and accurate reporting with validated evidence, while upholding confidentiality, integrity, and compliance with relevant policies and legislation.

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

- Maintain sound, high-level administration and filing systems to ensure information accessibility, accuracy, and compliance.
- Compile, track, and report on monthly and quarterly performance targets, ensuring accuracy of supporting evidence aligned with planning documents.
- Maintain and update comprehensive databases and performance evidence repositories.
- Coordinate the preparation and consolidation of monthly reports, and presentations for internal and external stakeholders.
- Oversee and process expenditure reports, budget monitoring, and invoice submissions in accordance with PFMA and organisational procedures. Assist with preparing documentation and coordinating responses to internal and external audit requirements.
- Coordinate and respond to complex stakeholder queries, complaints, and project-related communications.
- Schedule, organise, and coordinate unit events, meetings, strategic sessions, and research activities.
- Coordinate travel and logistical arrangements for the team and external participants.
- Liaise with internal departments and external stakeholders to ensure alignment and efficiency in project delivery.
- Drive continuous improvement in performance tracking, reporting accuracy, and document control.
- Execute and manage ad hoc projects in line with strategic and operational priorities.
- Ensure alignment with W&RSETA policies, procedures, PFMA, and Treasury regulations.
- Provide logistical and coordination support for unit events, meetings, strategic sessions, and research activities.
- Oversee coordination of internal and commissioned research projects; track deliverables and integrate outputs into performance reporting.

- Support and assist in the development and alignment of the SSP, APP, Strategic Plan (SP), and Annual Operational Plan (AOP).
- Assist in the planning and execution of the W&RSETA Symposium and Research Conference, including programme support, speaker liaison, and integration of outputs into strategic processes.
- Drive enhancements in performance tracking, reporting accuracy, and document control.
- Execute and manage ad hoc projects in line with strategic and operational priorities

Minimum Qualifications and Experience

- National Diploma in Public Administration/Public Management
- 2 years' working experience in administration
- MSWord, 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. The closing date for applications is: **16 March 2026**.