

Advertisement

Project Administrator: Western Cape

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Project Administrator: Project Administrator**, who will report directly to the **Project Specialist** and be based at the **Western Cape Regional Office**.

Grading: (Role Band: B4)

Salary: R232 450 (Total Cost to Company per annum)

The role of this position is to:

Provide sound, effective and efficient administration services to the Western Cape Region that will enable easy accessibility, accuracy and comprehensiveness of information and up-to-date records.

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

- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Check all submissions and contracts for accuracy and completeness against set standards and checklists
- Compile claims ensuring accuracy and compliance with contractual agreements and standard process and procedures
- Ensure well organized filing system is implemented for all areas of the operations
- Prepare documentation for external moderation ensuring compliance with policies and procedures
- Keep Senior project specialist and Provincial Manager informed of progress and status of performance
- Prepare various reports ensuring quality delivery within specified deadlines
- Keep track of WSP submissions on the system and keep project team informed of progress
- Accurate and efficient capturing of Learner Information on the system ensuring optimal attention to detail at all times
- Provide support to stakeholders on the completion and submission of WSP/ATR/PIVITOL documentation
- Assist with resolving stakeholder queries ensuring project specialists are informed and updated on a continuous basis
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Assist with preparations for the internal and external audits
- Maintain a close working relationship between team members to optimally support WC performance and deliver on stakeholder needs and requirements
- Adhere to sound corporate Governance in all aspects of the WC SETA's operations
- ensuring the integrity of SETA operations
- Ensure all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Public Administration/Public Management
- 2- 3 years' experience in administration
- Sound knowledge and understanding of administration

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 reserve the right not to make appointment(s) for the advertised post(s).
- The organization 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.**