

## Advertisement

### **Project Administrator: Western Cape**

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

**Grading: (Role Band: B4)**

**Salary: R205 908** (Total Cost to Company per annum)

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

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

#### **Key Performance Areas will include but 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 to policies and procedures
- Keep Senior Project Specialist and Provincial Manager informed of the progress and status 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/ART/PIVOTAL documentation
- Assist with resolving stakeholders' queries ensuring projects specialist are informed and up-dated 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 GS performance and deliver on stakeholder needs and requirements
- Adhere to sound corporate Governance in all aspects of the GS 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**

- Matric with National Diploma in Public Administration/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 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 & Province on the subject line on the application.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at [recruitment@wrseta.org.za](mailto:recruitment@wrseta.org.za). The closing date for applications is: **16 March 2024**

