



Job Advert Summary

Name of position	:	Projects Administrator (18 month contract)
Opening date for applications	:	07 October 2018
Closing date for applications	:	15 October 2018 at 10:00am
Commencement date	:	Earliest availability
Department	:	Projects Department
Salary	:	Market related
Reference	:	FAS/RECRUITMENT/11

INTRODUCTION

FASSET is the Finance and Accounting Services Sector Education and Training Authority (Seta). Over 20 Setas were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for a Monitoring and Evaluation Manager position to Monitor and evaluate our programmes efforts of our research team the positioning, development, operations and governance adherence of FASSET. This a contract position and the employment contract will be linked to the DHET licensing ending on the 31 March 2020. The successful candidate will report to the PQA Director.

Visit the FASSET website on www.fasset.org.za for more information on the Seta including our Vision, Mission and Values.

OBJECTIVE OF FASSET

- To develop the competence of current employees and potential employees:
 - Improving the quality of life of employees, their prospects of work and labour mobility.
 - Improving productivity in the workplace and the competitiveness of employers.
 - Promoting self-employment in situations where the sector is experiencing job shrinkage.
- To increase the levels of investment in education and training and to optimise the return on this investment.
- To position the Fasset sector as the "sector of career choice" for prospective learners and entrants into the labour market.
- To encourage employers and employees to adopt a culture of lifelong learning through:



- Using the workplace as an active learning environment
- Providing employees with the opportunities to acquire new skills
- Providing opportunities for new entrants and potential entrants into the sector labour market and enhancing access to opportunities to gain work experience.
- To support the objectives of the Employment Equity Act of 1998
- To enhance access to learning opportunities and to facilitate the recognition of prior learning
- To ensure the quality of education and training in the sector
- To expand the provision of education and training in this sector through sound partnerships with public and private sector service providers
- To encourage greater cooperation between the public and private sectors
- To co-operate and collaborate with the South African Qualifications Authority and other Setas, in support of the objectives of the Act

PURPOSE OF THE POSITION

The primary purpose of this position is to provide administrative and project support to the Projects Department including project management and coordination.

KEY PERFORMANCE

Organize Documents

Keeping all important documents, invoices, and contracts well maintained. Implementing and maintain a filing systems that make it easy to find any document quickly and efficiently. Ensure that project records (both hard copy filing and electronic systems) are updated and reflect the correct project documents

Reply to Correspondence

Respond to enquiries from all stakeholders, the general public and internal clients. Represent Fasset in a professional manner telephonically, frontline reception, meetings and other forums as required

Handle Invoices

Create and pay invoices for contractors, clients, and suppliers of project deliverables. Process payments and ensure that any invoices due are paid on time.

Other Administration related

- Provide administrative support with regards to the implementation of specific projects (as agreed per the Performance Scorecard) according to the Fasset Discretionary Grant Policy and QMS
- Provide project administration support to ensure that the customized Fasset's information management process is implemented
- Compilation of Beneficiary Reports and uploading of these reports on a quarterly basis.
- Assist with general and specific compliance activities related to all audits (Auditor-General, internal audits and Department of Higher Education and Training verification audits) and related corporate governance requirements as and when required
- Provide administrative support in the department with regards to:
 - Finance - preparing project payments and handling payment related queries,



- IT- ensure that all the system-related queries are captured on log-it for prompt response, follow-up and resolution in collaboration with IT-support
- Database management – ensuring that the departmental database of employers; professional bodies and providers is updated continuously
- Logistics management – organising meeting rooms Secretariat support - minute taking and distribution of minutes and agenda, technology requirements for meetings are organised
- Events support – preparation of events documents including register, name badges, branding requirements etc.
- Issue correspondence (letters, e-mails, faxes) approved by the Manager / Specialists
- Assist the Manager and Specialists with ad-hoc activities/ tasks related to the successful implementation of projects and other general duties

MINIMUM QUALIFICATION

- A National Diploma with Projects Administration, or equivalent qualification/ experience
- Administrative experience in the Seta environment will be advantageous
- **At least 3 years' experience** in administrative role

COMPETENCIES AND SKILLS REQUIRED

- Interpersonal and Communication skills (written and verbal)
- Attention to detail
- Customer Focus
- Prioritization skills
- Effective time management / self-management
- Analytical and problem solving skills
- Input and capture data with minimum errors
- Maintain filing and category system
- Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer)
- Demonstrate excellent understanding of co-coordinating and office administration
- Customer focus
- Telephone etiquette
- Able to work without supervision and team player when required

CONTACT DETAILS

Applicants will be required to take background tests as required by FASSET (qualifications verification and criminal records). Applicants are expected to make a maximum of 1, 5 hours available for the interview.

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.



CONTACT DETAILS

Send your detailed curriculum vitae to FASSET via e-mail: recruitment@tianaconsulting.co.za. Enquiries must be directed to the Human Resource Support Manager – **Viola Nzou** on 011 431 1354. The closing date is **15th October 2018**. Should you not hear from Fasset within 4 weeks of the closing date of please consider your application to be unsuccessful. Communication will be entered into with shortlisted candidates only.