



Job Advert Summary

Name of position	:	Projects Interns x 2 (18 month internship)
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/13

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 Manger 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 licencing 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 support Projects Department.

KEY PERFORMANCE

- Provide administrative support to the Projects Department with regards to the implementation of specific projects (as agreed per the Performance Scorecard) according to the Fasset Discretionary Grant Policy and QMS
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- Respond to enquiries from all stakeholders, the general public and internal clients.
- Keeping, recording, reconciling and filing all important documents, invoices, and ensuring all contracts files as well as supporting documentation is recorded and well maintained.
- Submitting necessary invoicing with supporting documentation and supplying to the supervisor for review.
- Assisting with logistics when there are stakeholder engagements and any required logistics supplied by the supervisor.
- 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
- Process payments to ensure that any invoices due are paid on time.
- Other duties assigned by the Projects Department Manager.

MINIMUM QUALIFICATION

- Bachelor or National Diploma in Project Management from an accredited college/university

COMPETENCIES AND SKILLS REQUIRED

- Assist Projects Department whenever required.
- High degree of organizational skill and problem-solving ability; specifically the ability to work as self-starter - especially as it relates to calling on resources outside the firm.



- Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement.
- Respect for details; ability to execute accurately at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Articulate communication skills – verbal, pictorial and numerical.
- Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.
- Desire to learn and grow professionally grow.
- General computer skills including Microsoft Word, Excel, PowerPoint and Project.
- Ability to embrace and live the company's values.

Fasset internships offer you the opportunity to:

- Explore Career Opportunities - by working in the field you have chosen, you can receive an inside look at your potential career path
- Network - meet a variety of people in your chosen profession through your internship, allowing you to form relationships you can build on in the future
- Find Mentors - certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire

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.