

WIL Learner x3

Salary: R 3 500 per month. Not Negotiable

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Work Integrated Learner. The successful applicant will be based in PSETA offices in Hatfield. The WIL will report to the Learning Programmes Specialist.

Job profile:

The purpose of this placement is to provide the candidate with necessary experiential training in order to attain a qualification (National Diploma). The candidate will undergo a Work Integrated Learning (WIL) Programme for a period of eighteen (18) months under the supervision of a Specialist.

Duties and responsibilities:

- Capture high volumes of information for monthly and quarterly reporting.
- Capture information accurately and timeously on the quarterly monitoring report template.
- Validate data and submit reports when required.
- Collect and collate information relevant to the reporting period, working closely with the Learning Programmes Administrators and Officers under the supervision of the Specialist.
- Statistics reporting.
- Respond to telephone and email enquiries about the quarterly monitoring report.
- Filing hard copies and soft copies.
- Meeting preparation and taking minutes during the meetings.

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Making travelling arrangement.
- Customer service of internal and external stakeholders.
- Any other duties as assigned by the Learning Programmes Specialist/Manager.
- In addition to these typical duties, may perform other duties as assigned and required.

Requirements:

- Unemployed South African
- N6 Certificate (Management Assistant)
- Applicant should have completed their N6 studies
- Applicant who have not yet received their N6 certificate should provide proof of academic transcripts or a letter from the institution confirming that the learner has completed their studies.
- Letter from the institution indicating that the learner need experiential training, in order to complete a qualification.
- Applicant should not have attended any WIL programme before or have been employed.

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to recruitment@pseta.org.za.

PLEASE NOTE:

This is a fixed term position until the **31st March 2020**.

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Tel 012 423 5727/ 5740

Closing Date: 21st September 2018

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment. People with disability are encouraged to apply.**

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.