

QUALITY ASSURANCE OFFICER: LEARNER ACHIEVEMENTS

Salary: R 479 641,82 per annum. (All Inclusive Package)

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Quality Assurance (QA) Learner Achievements Officer. The successful candidate will be based at PSETA Offices in Hillcrest, Pretoria.

Job profile: To provide guidance and support to training providers in the public service sector; handle ETD Practitioners registration applications; monitor training provision and verify learner achievements and certify qualifying learners; assist Specialist and keep QA records in line with QCTO and SAQA requirements.

Duties and responsibilities:

- Coordinate and conduct external moderation site visits;
- Evaluate Assessor and Moderator applications in line with relevant requirements
- Assist in conducting monitoring of skills development providers
- Guide and support prospective and accredited training providers, including constituent ETD Practitioners;
- Assist Specialists in the execution of the Quality Assurance Partner (QAP) related functions;
- Maintain management information system in line with QCTO and SAQA requirements;
- Maintain and manage learner achievements reporting systems
- Assist the SDP's with linkage of Learners to providers, assessors, moderator,
- Quality assuring learners and providers details for external moderation requests
- Printing assessors and moderators' registration letters

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

- Approve learner assessments, generate and print certificates or Statements of Results in line with the PSETA Certification Policy;
- Maintain and update certificate registers, collection register and certificate log register
- Assist in the analysis of data and records to drive continual improvement;
- Assist with the review and revision of support documentation being used in processes;
- Maintain and control documentation to ensure easy access, traceability and comprehensive record keeping;
- Ensure adherence to procedure and applicable service standards;
- Provide input into policies, templates and SOPs;
- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters;
- Obtain costing information for events to assist department in budgeting and forecasting;
- Follow up to ensure that invoices are paid timeously and communicates with Finance on processing of invoices;
- Submits NLRD Data to SAQA twice a year as per the NLRD Data load cycle;
- Attends QCTO and SAQA NLRD Workshops;
- Assist specialists with stakeholders engagements;
- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services;
- Represent PSETA in meetings with relevant stakeholders;
- Establish and maintain good relations between the manager, staff and external parties;
- In addition to these typical duties, may perform other duties as assigned and required.

Requirements:

- A minimum qualification in Office Administration, Human Resources, Social Science or Business Administration at NQF 6.
- A minimum two (2) years' experience in a Quality Assurance or SETA environment, as an Administrator or Officer.
- Experience and knowledge in ETQA processes.
- Experience and knowledge of the South African Qualifications Authority (SAQA) Framework, and QCTO requirements.

- Knowledge of the SETA environment, QCTO, SETAs landscape.
- Excellent and proven communication skills (written and verbal) at all levels within the business and with stakeholders.
- Integrity, high ethical standards and conduct.
- Excellent telephone etiquette.
- Analytical, meticulous, accurate and pay attention to detail.
- Ability to multi-task, work under pressure and at times extended hours to meet deadlines (proven and advanced time management skills).
- Valid driver's licence

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to recruitment@pseta.org.za

PLEASE NOTE:

Closing Date: 14 July 2022

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

Designated groups are encouraged to apply (Youth, Women and People with disabilities)

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 date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

