

## **MANAGER: QUALITY ASSURANCE**

**Salary: R 964 731,03 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 Manager. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

### **Job profile:**

To manage and implement the PSETA Quality Assurance (QA) function in line with the delegation by the Quality Council on Trades and Occupations (QCTO).

### **Duties and responsibilities:**

- Manage and implement the qualification development, accreditation, quality assurance, assessment and certification functions delegated to the PSETA by QCTO.
- Manage and implement quality assurance and monitoring of Programme delivery.
- Manage and implement the accreditation of Skills Development Providers and accreditation activities.
- Manage and implement the registration of Assessors and Moderators.
- Implement the Assessment Quality Partner by managing assessments, developing assessment specifications and instruments, and presenting recommendations of assessment centres to QCTO.
- Render Quality Partner functions for sector specific occupational qualifications through the development of new occupational qualifications and / or re-alignment of historically registered qualifications (HRQs) to occupational qualifications.
- Manage the workplace approval process, enrolment, registration and certification of learners.

- Responsible for record keeping and management of the PSETA Learner database.
- Prepares and submits monthly, quarterly, annual and other management reports to all relevant stakeholders.
- Identify, manage and maintain mutual partnerships with Universities, TVET Colleges, SETAs, SDPs and PSETA employer constituencies.
- Ensure delivery of quality services in accordance with Service Level Agreements and stakeholder expectations.
- Liaise with Quality Assurance stakeholders of the PSETA.
- Manage the Quality Assurance Department.
- Manage, lead and direct the staff in the Department.
- Develop departmental plans and budgets.
- Manage and monitor the financial resources, risks and other resources relating to the Quality Assurance Department in the PSETA.
- Develop and update departmental policies and procedures.
- Manage and implement the Quality Assurance activities.
- Ensure compliance with all relevant legislative and regulatory frameworks.
- In addition to these typical duties, may perform other duties as assigned and required.

### **Requirements:**

- A minimum Bachelor's degree (NQF 7) qualification in Human Resources, Education, Social Sciences, Management or Business Administration.
- A post graduate qualification in Human Resources, Education, Social Sciences, Management or Business Administration (NQF 8) will serve as an advantage.
- Completed Moderator and Assessor qualification (unit standards).
- Minimum experience of five (5) years in an education and training quality assurance environment at supervisory or management level including quality assurance related functions and relevant legislation.
- Knowledge of the SETA environment, QCTO processes, SETAs landscape, Skills Development Act, National Skills Development Plan and SAQA
- Good understanding of education and training theories and practices.

- Ability to lead, plan and manage change.
- Passionate, or the willingness to become immersed in work.
- Initiative and strong organisational skills.
- Strong time management and negotiation skills.
- The ability to set priorities.
- Excellent written and verbal communication skills.

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](mailto:recruitment@pseta.org.za).

**PLEASE NOTE:**

**Closing Date: 18 February 2022**

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

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

**Recommended candidates will be subjected to competency assessment, security vetting and financial disclosure.**

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.**



**26-01-2022**