

ETQA Specialist (Learner Achievement)

Salary: R 567 595.02 per annum. (All Inclusive Package)

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified ETQA Specialist (Learner Achievement). The successful applicant will be based in PSETA offices in Hatfield, Pretoria and will report to the ETQA Manager.

Job profile:

The main purpose of this job is to ensure that assessments and moderations conducted by accredited training providers are verified and learners are certificated. It also quality assures the registration of PSETA constituent assessors and moderators and monitor assessments administered by assessments centres.

Duties and responsibilities:

- Conduct verifications of learners' achievements.
- Manage assessors and moderators registration.
- Prepare, print and submit learner certificates for approval.
- Prepare submissions for the signing of learner certificates
- Assist with the monitoring of accredited training providers, projects and assessment centers.
- Assist in the accreditation of assessment centers and coordination of assessments.
- Guide and support PSETA stakeholders on all ETQA functions.
- Participate in ETQA policy development and or review and develop procedure documents and tools.

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.

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- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters.
- Represent PSETA in committees and forums as and when required
- Ensure adherence to procedures by performing all activities according to PSETA's practices and standards.
- Ensure that key objectives are achieved by agreed deadlines.
- In addition to these typical duties, may perform other duties as assigned and required.
- Conduct capacity building and information sharing workshops.
- Contribute to the overall achievement of the PSETA targets as well as the Annual Performance Plans as delegated by the QCTO and DHET.

Requirements:

- A three year post matric qualification at NQF level 7 in the field of; Human Resources Development, Education, Business Administration or Public Administration.
- Comprehensive knowledge and at least two years' experience in the Sector Education and Training environment, preferable in conducting verification of learner achievements, assessments & moderation.
- Candidate must have undergone Moderator/ Assessor Training.
- Experience and knowledge of SAQA framework.
- Knowledge of QCTO functions and processes.
- Sound knowledge of the Skills Development Act, NSDS, ETD Practices standards; and assessor and moderator standards.
- Excellent interpersonal and people management skills.
- Good verbal and written communication skills.
- Computer literacy and numeracy.

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

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hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to recruitment@pseta.org.za.

PLEASE NOTE:

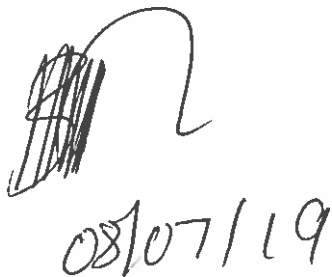
This is a fixed term position until the **31st March 2020**. All applications must be forwarded to: recruitment@pseta.org.za. The PSETA will consider Employment Equity criteria in making any appointments. **People with disability are encouraged to apply.**

Enquiries: Ms Phuti Phosa/ Ms Matsatsi Mphahlele

Tel.012 423 5727/ 5740

Closing Date: 31st July 2019

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.**



Handwritten signature and date: 08/07/19

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