

QUALITY ASSURANCE OFFICER: ACCREDITATION

Salary: R 464 847.10 basic plus benefits.

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

This is a readvertisement, candidates who applied previously are encouraged to reapply.

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

Job profile:

To provide guidance and support to Skills Development Providers (SDP) in the public service sector; handle SDP accreditation, learning programme evaluation and monitoring of SDPs.

Duties and responsibilities:

- To coordinate and conduct learning programmes and desktop evaluations.
- To coordinate and conduct accreditation, monitoring of skills development providers.
- To guide and support prospective and accredited training providers, including constituent ETD Practitioners.
- Maintain up to date management information system in line with QCTO and SAQA requirements.
- Quality assuring Skills Development Provider details.
- Coordinate and implement office procedures.
- Data retrieval for audit purposes and provide assistance to the manager during audits.

- 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 which directly affect the QA department.
- Control documentation to ensure easy access, traceability and comprehensive record keeping of all documentation for the QA department.
- Ensure adherence to procedure and applicable service standards.
- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters.
- Obtains costing information for events to assist the QA department in budgeting and forecasting.
- Follows up to ensure that invoices are paid timeously and communicates with Finance on processing of invoices.
- Assist QA specialists during stakeholder engagements.
- Addresses basic queries from stakeholders and channels specific / complex queries to the QA Specialist and Manager.
- Establish and maintain good relations between the manager, staff and external parties.

Requirements:

- A minimum National Diploma in Office Administration, Public Administration or Social Science at NQF 6 or equivalent.
- Experience and knowledge in the Sector Education and Training Authority environment is essential.
- Experience and knowledge in QA processes.
- Experience and knowledge of the South African Qualifications Authority (SAQA) Framework.
- Experience and knowledge of QCTO requirements.

- 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).

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: This is a re-advertisement, candidates who previously applied for this post are encouraged to re-apply.

Closing Date: 17th April 2023

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.**

03 March 2023

Lungiswa Malinga



Carleb Nxumalo

27.03.2023

