

ETQA Accreditation Specialist

Salary: R 668 299. 98 per annum. (Excluding benefits) Erratum from newspaper advert.
Please Note: This is a fixed term position until 31 March 2025

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

Job profile:

To accredit and monitor skills development providers to provide training and promote skills development in the Public Service Sector in line with the requirements of the Skills Development Act.

Duties and responsibilities:

- Provide information to service providers regarding the accreditation and registration processes;
- Conduct desktop and learning programme evaluations;
- Conduct accreditation site visits and compile accreditation reports;
- Recommend providers for accreditation and or provide guidance and support;
- Supervise the engagement and functioning of the external evaluators and verifiers;
- Conduct evaluation of learning programme approval applications;
- Evaluate and verify Education and Training (ETD) practitioners and link accordingly;
- Update accreditation, registration and certification systems;
- Conduct provider monitoring in a developmental manner;

- Conduct capacity building and information sharing workshops;
- Conduct and or facilitate verification amongst constituent providers;
- Monitor the development of new qualifications and latest development on the legacy and or current Quality Council for Trades and Occupations (QCTO) qualifications;
- Assist PSETA to meet Assessment Quality Partner (AQP) requirements;
- Represent PSETA in Committees and Forums according to the year planner;
- Ensure adherence to procedures by performing all activities according to PSETA's practices and standards;
- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters;
- Assist in the development of policies and procedures in the organisation and for the stakeholders by attending and participating in committees regularly;
- Supervise and monitor staff within the Accreditation Unit;
- Ensure that key objectives are achieved by agreed deadlines; and
- 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.
- Completed Moderator and Assessor Training course.
- Minimum experience of five (5) years experience performing Accreditation, Monitoring and evaluation of learning material.
- Experience and knowledge in the Sector Education and Training Authority environment is essential.
- Experience and knowledge in ETQA processes.
- Experience and knowledge of the South African Qualifications Authority (SAQA) Framework.
- Experience and knowledge of QCTO requirements.
- Experience in Moderation / Assessment / verification of assessments.
- Knowledge of the SETA environment, QCTO, SETAs landscape.
- Excellent report writing, administrative, presentation and communication skills.

- Good planning and organisational skills.
- Ability to interact at all levels within and outside the PSETA.
- Ability to establish and maintain effective working relationship with individuals from diverse backgrounds.
- Ability to prioritize workloads.
- Self-motivated with an enquiring mind.
- Advanced analytical abilities and able to pay attention to detail.
- Performance-driven.
- Deadline Oriented.
- Pro-active.

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: 21 October 2021

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.**

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