

QUALITY ASSURANCE SPECIALIST: LEARNER ACHIEVEMENT

REF: 03/PSETA

Salary: R 773 748,04 per annum plus benefits

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 Achievement Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To ensure assessments and moderations conducted by accredited training providers are verified and learners are certified; and to register constituent assessors and moderators in line with PSETA policies and procedures.

Duties and responsibilities:

- Conducts external moderation of learner achievements within the PSETA scope.
- Evaluates assessor and moderator registration applications.
- Ensures the quality of registration of PSETA constituent assessors and moderators.
- Ensures successful execution of training and capacity building of assessors and moderators in the public sector.
- Evaluates assessor performance, prepares, and presents reports; identifies initiatives for assessment improvements in the sector.
- Ensures PSETA learners' certification is in line with PSETA certification policy.
- Manages projects within the department as required.
- Contributes to departmental operational planning and implementation of processes, policies, and procedures.
- Represent PSETA in committees and forums according to the year planner.

Board members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo

- 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 Learner Achievement 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 (unit standards).
- Minimum experience of five (5) years' work experience in Education; Quality Assurance; Training and Development in a SETA environment of which: 1-2 years should be at Supervisory level.
- Experience and knowledge in the Sector Education and Training Authority environment is essential.
- Knowledge of the SETA environment, QCTO and SAQA framework.
- 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.
- Management and Supervision

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 pseta@miltonresourcing.co.za. Kindly also quote the reference number on the email subject line.

PLEASE NOTE:

Closing Date: 14 December 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.

16 November 2023

