

QUALITY ASSURANCE SPECIALIST: QUALIFICATION DEVELOPMENT

REF: 05/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) Qualification Development Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To coordinate and lead the development of occupational qualifications in all cases where the PSETA is a DQP, and the development and implementation of the assessments where the PSETA is an AQP.

Duties and responsibilities:

- Facilitate and coordinate the development of occupational qualifications, part qualifications, learnerships and skills programmes and related assessment specifications in line with QCTO policies and procedures.
- Facilitate the qualifications development initiatives and provide technical support in all cases.
- Manages the procurement of service providers to support the development of occupational qualifications, part qualifications, learnerships and skills programmes.
- Represents the PSETA in all DQP and AQP forums organised by the QCTO.
- Facilitate the development of guidelines, tools and processes for the implementation of EISA
- Compile the DQP and AQP Quarterly and Annual Report submit to QCTO.
- Manage electronic database to record learner registration, assessment centres, external assessment applications and assessment data in a format prescribed by the QCTO.
- Recommend certification of learners to the PSETA ETQA for historically registered qualifications or QCTO for occupational qualifications.

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

- Manages projects within the department as required.
- Contributes to departmental operational planning and implementation of processes, policies and procedures.
- Partakes in procurement specifications and evaluation meetings and provides support in related processes and contract administration as required.
- Prepares and quality checks payments and makes the appropriate recommendations to management for payment processing.
- Compiles internal submissions, external correspondences, reporting (monthly, quarterly and annually), and prepares presentations for management review.
- Manages projects within the department as required.
- Contributes to departmental operational planning and implementation of processes, policies and procedures.
- Partakes in procurement specifications and evaluation meetings and provides support in related processes and contract administration as required.
- Prepares and quality checks payments and makes the appropriate recommendations to management for payment processing.
- Compiles internal submissions, external correspondences, reporting (monthly, quarterly and annually), and prepares presentations for management review.
- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and monitors risks within own department and area of responsibility.
- Assists in the maintenance of a risk register, report discrepancies or areas of concern to management.
- Ensures compliance with all relevant regulations and policy frameworks to prevent fruitless, wasteful and irregular expenditure.
- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.
- Represents PSETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.
- Reports to Management on internal stakeholder related matters.

- Maintains relationships in accordance with policies, procedures and legal, as well as stakeholder management system requirements.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- In collaboration with HR, identify staff performance objectives, potential areas of development and action plans where necessary.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- Promotes and communicates the effective, efficient, economical and transparent use of financial and other resources.
- Monitors and controls expenditure against budget and ensures spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to control and reduce costs.
- 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 of the qualification development process 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