

QUALITY ASSURANCE ADMINISTRATOR: ACCREDITATION

Salary: R 490 224,85 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 Education and Training Quality Assurance (QA) Accreditation Administrator. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To provide an effective and efficient administrative support function within the QA Accreditation and Monitoring unit.

Duties and responsibilities:

- Acts as the first point of contact for accreditation enquiries and projects a positive image.
- Maintains and updates the accreditation register.
- Maintains a physical and electronic filing system for accreditation documents and Performance Information.
- Arranges the booking of conference and meeting room facilities.
- Schedules and attends meetings for the accreditations sub-unit and take minutes when required.
- Schedules monitoring visits and keep records of all communication with stakeholder.
- Takes minutes of meetings and ensures timely distribution and presentation to all stakeholders Provides administrative support to the unit, including support for projects implemented by the unit.
- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful and irregular expenditure.
- Promotes the effective and transparent use of financial and other resources.
- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.

Requirements:

- Certificate in Office Administration, HR, Social Science or Business Administration or related fields (NQF 5)
- A minimum of 3 years' Administration experience
- Driver's License Code B
- 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.
- Teamwork
- Interpersonal Relationships and Skills

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via email to recruitment@pseta.org.za.

PLEASE NOTE: Closing Date: 28 August 2025

Enquiries: Mr Carleb Nxumalo - **Call: 012 423 5700**

Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.

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.**