

QUALITY ASSURANCE OFFICER: ACCREDITATION

Salary: R 569 457.68 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 Officer. 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:

- Coordinates and conducts learning programmes and desktop evaluations.
- Coordinates and conducts accreditation, monitoring of skills development providers.
- Guides and supports prospective and accredited training providers, including constituent ETD Practitioners.
- Maintains management information system in line with QCTO and SAQA requirements.
- Cleans old information on system and update SAQA Standards and qualifications.
- Links training Provider with interventions/programme.
- Ensures that Monthly and quarterly unit performance information.
- Consolidates quarterly ETQA's performance in preparation to the targets met for the F/Y.
- Assist with learner endorsement.
- Assist with the external moderation site visits.
- Operates within controls and procedures to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within own department and area of responsibility.

- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful, and irregular expenditure.
- Contributes to the budget preparation process.
- Promotes and communicates the effective, efficient, economical, and transparent use of financial and other resources.
- Monitors and controls expenditure against budget and ensure spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to control and reduce costs.
- 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.

Requirements:

- Minimum National Diploma in Office Administration, HR, Social Science or Business Administration or related fields (NQF 6)
- Bachelor's degree in office administration, HR, Social Science or Business Administration or related fields (NQF 7) Advantageous
- Up to 5 years' experience in Quality Assurance of the Learning environment, as an Administrator or Officer.
- Driver's License Code B
- 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).
- Management and Supervision
- Time Management
- Teamwork
- Interpersonal Relationships and Skills
- Decision making
- Creativity/ Innovation
- Conflict Management
- Adaptability/ Flexibility

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via e-mail to qualityassuranceofficer-accreditation@psetajobs.co.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.**