

QUALITY ASSURANCE OFFICER: LEARNER ACHIEVEMENT AND CERTIFICATION

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) Learner Achievement and Certification Officer. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To provide guidance and support to training providers in the public service sector; handle ETD Practitioners registration applications; monitor training provision and verify learner achievements and certify qualifying learners; assist Specialist and keep QA records in line with QCTO and SAQA requirements.

Duties and responsibilities:

- Coordinates and conducts monitoring and verifications site visits.
- Guides and supports prospective and accredited training providers, including constituent ETD Practitioners.
- Assists in the registration of assessors and moderators.
- Assist Specialists in the execution of the Quality Partner related functions.
- Maintains management information system in line with QCTO and SAQA requirements.
- Assists in the linkage between Learners to providers, assessors, and moderator.
- Coordinates the printing of certificates in line with the PSETA Certification Policy.
- Keeps, maintains, and updates certificate register and the certification schedule.
- 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:

- 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).
- 3 years' experience in Quality Assurance of the Learning environment, as an Administrator or Officer
- Driver's License Code B
- Knowledge and understanding of the Skills Development Act; National Qualifications Framework Act; SAQA Act and Occupational Qualifications Sub-Framework Act.
- 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).
- 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-learning@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.**