

QA ACCREDITATION SPECIALIST

Salary: R 885 864,14 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 QA Accreditation Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To accredit and monitor skills development providers to provide training and promote skills development in the Public Service Sector, incl. providing support and capacity building to both skills development providers and employers in the public service sector.

Duties and responsibilities:

- Process accreditation applications according to applicable policies and standard operating procedures
- Monitors accredited training providers whilst conforming to the requirements of the Skills Development Act, as well as the aim to build capacity and share information through workshops.
- Provides information to providers regarding the accreditation and registration processes.
- Recommends providers for accreditation and provides applicable guidance and support.
- Conducts accreditation site visits, desktop and learning programme evaluations for compliance to accreditation requirements, and compile reports on findings.
- Supervises the engagement and functioning of the external evaluator.
- Represents the PSETA in SAQA NLRD forums; committees and forums according to the year planner.
- Updates accreditation, registration and certification systems.
- 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 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.

Requirements:

- B Tech / Bachelor's Degree in Human Resources, Education, Social Sciences, Management or Business Administration or equivalent (NQF 7)
- Training: Moderator and Assessor
- 5 years' work experience in Education; Quality Assurance; Training and Development in a SETA environment at Officer / Administrator level of which:1-2 years should be at Supervisory level
- Management and Supervision
- Time Management
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility
- 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 with subject: Application for QA Accreditation Specialist to recruitment@pseta.org.za.

PLEASE NOTE: Closing Date: 25 February 2026

Enquiries: Ms Phuti Phosa - 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

