

ADMINISTRATOR ETQA LEARNER ACHIEVEMENTS

Salary: R 524 540,58 per annum plus benefit

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 **Administrator ETQA Learner Achievements**. 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 ETQA Learner Achievements and Assessor and Moderator unit.

Duties and responsibilities:

1. Administrative Support (40%)

- Acts as the first point of contact for departmental enquiries and strives to project a positive image at all times.
- Receives, records, distributes and tracks all incoming and outgoing correspondence / submissions related to learner achievements and registration of assessors and moderators.
- Organises and stores paperwork and computer-based information.
- Receives and acknowledges external moderation requests.
- Schedules external moderation requests and communicates dates to stakeholders.
- Files reports and communicates approved external moderation reports to stakeholders.
- Prints learner certificates in line with the PSETA Certificate Policy.
- Makes copies of signed certificates and files accordingly.
- Updates and maintains all certificate registers in line with the PSETA Certificate Policy and

dispatch certificates to stakeholders.

- Receives and acknowledges assessors and moderators' applications.
- Updates and maintains relevant databases or registers on assessor and moderator applications.
- Provides support and guidance to internal and external stakeholders in relation to the system and other related ETQA issues.
- Creates files per applicant and update accordingly.
- Conducts pre-evaluation and provides feedback to the applicant.
- Submits complying application files to the Specialist for evaluation.
- Captures the approved applicants on the PSETA system.
- Generates registration letters and email to the approved candidates.
- Schedules and attends meetings; takes minutes and ensure distribution to all stakeholders.
- Organises staff's travel and accommodation requirements.
- Retrieves data for monthly, quarterly and annual reports and submit to the Specialist.
- Provides administrative and project support to the unit; as well as coordinating travel and logistics (such as venues for workshops, liaising with the SCM department / stakeholders).
- Receives, records, distributes and tracks all incoming and outgoing correspondence / submissions for the learner achievement unit.
- Keeps and maintains a sound recordkeeping system.

2. Compliance (25%)

- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within area of responsibility.
- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful and irregular expenditure.

3. Cost Control (5%)

- Promotes the effective and transparent use of financial and other resources.
- Controls expenditure and ensures spending occurs within budgetary limits and PSETA financial guidelines,
- report deviations to direct Manager.
- Explores opportunities to control and reduce costs.

4. Customer Service (25%)

- Maintains effective working relationships with customers (both internal and external) towards rendering highest
- quality of services.
- Identifies and solves problems whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides adequate advisory support to all internal and external stakeholders

5. PSETA Values (5%)

- Living the PSETA Values:
- Honesty and Integrity: being honest and showing a consistent and uncompromising adherence
- to strong moral and ethical principles and values.

- Accountability: answerability, blameworthiness, liability, and the expectation of account-giving.
- Service Excellence: providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- Fairness and Transparency: impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.

Requirements:

- A minimum Certificate in Office Administration, HR, Social Science or Business Administration or related fields (NQF 5)
- A minimum of 3 years' experience in Administration
- Driver's License Cobe B.
- Time Management
- Teamwork
- Interpersonal Relations 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 email with subject of Administrator ETQA Learner Achievements to recruitment@pseta.org.za.

PLEASE NOTE: Closing Date: 15 September 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.

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.**

21 August 2026

