

Quality Assurance Specialist: Accreditation

Salary: R 68 992,54 per annum month for a period of six (6) Months

Please Note: This is a temporary position

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Quality Assurance (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 in line with the requirements of the Skills Development Act.

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 and committees 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.

Board members: Mr T Tshafuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyetso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Ms N Silinyana | Mr M Ramakgale

CEO: Ms B Lerumo

- Partakes in procurement specifications and evaluation meetings and provides support in related processes and contract administration as required.
- 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.
- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and monitors risks within own department and area of responsibility.
- Assists in the maintenance of a risk register, report discrepancies or areas of concern to management.
- Ensures compliance with all relevant regulations and policy frameworks to prevent fruitless, wasteful and irregular expenditure.
- 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.
- Reports to Management on internal stakeholder related matters.
- Maintains relationships in accordance with policies, procedures and legal, as well as stakeholder management system requirements.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- In collaboration with HR, identify staff performance objectives, potential areas of development and action plans where necessary.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.
- 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 ensures spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to control and reduce costs.
- In addition to these typical duties, may perform other duties as assigned and required.

Requirements:

- A minimum bachelor's degree (NQF 7) qualification in Human Resources, Education, Social Sciences, Management or Business Administration.
- Completed Moderator and Assessor Training course (unit standards).
- Minimum experience of five (5) years' work experience in Education; Quality Assurance; Training and Development in a SETA environment of which: 1-2 years should be at Supervisory level.
- Experience and knowledge in the Sector Education and Training Authority environment is essential.
- Knowledge of the SETA environment, QCTO and SAQA framework.
- Excellent report writing, administrative, presentation and communication skills.
- Good planning and organisational skills.
- Ability to interact at all levels within and outside the PSETA.
- Ability to establish and maintain effective working relationship with individuals from diverse backgrounds.
- Management and Supervision