

Quality Assurance Specialist: Learner Achievement

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 Learner Achievement Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To ensure assessments and moderations conducted by accredited training providers are verified and learners are certified; and to register constituent assessors and moderators in line with PSETA policies and procedures.

Duties and responsibilities:

- Conducts external moderation of learner achievements within the PSETA scope.
- Evaluates assessor and moderator registration applications.
- Ensures the quality of registration of PSETA constituent assessors and moderators.
- Ensures successful execution of training and capacity building of assessors and moderators in the public sector.
- Evaluates assessor performance, prepares, and presents reports; identifies initiatives for assessment improvements in the sector.
- Ensures PSETA learners' certification is in line with PSETA certification policy.
- Manages projects within the department as required.
- Contributes to departmental operational planning and implementation of processes, policies, and procedures.
- Represent PSETA in committees and forums according to the year plan.
- Ensure adherence to procedures by performing all activities according to PSETA's practices and standards.

Board Members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyatso | Mr PB Moopelwa | Ms L Dlodla | Ms N Nzimande
Mr N Mahala | Mr OJ Dingake | Mr N Bodiba | Ms O Sidumane

CEO: Ms B Lerumo

- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters.
- Assist in the development of policies and procedures in the organisation and for the stakeholders by attending and participating in committees regularly.
- Supervise and monitor staff within the Learner Achievement Unit.
- Ensure that key objectives are achieved by agreed deadlines; and
- 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.
- Minimum of five (5) years experience performing external Moderation/Assessment/verification of assessments.
- Experience and knowledge in the Sector Education and Training Authority (SETA) environment is essential.
- Experience and knowledge in Education and Training Quality Assurance (ETQA) processes.
- Experience and knowledge of the South African Qualifications Authority (SAQA) framework.
- Experience and knowledge of Quality Council on Trades and Occupations (QCTO) requirements.
- Knowledge of the SETA environment, QCTO, SETAs landscape, Skills Development Act, National Skills Development Plan and SAQA.
- Excellent report writing, administrative, presentation and communication skills.
- Good planning and organizational 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.
- Ability to prioritize workloads.
- Self-motivated with an enquiring mind.

- Advanced analytical abilities and able to pay attention to detail.
- Performance driven.
- Deadline Oriented.
- Pro-active.