

Advertisement

Quality Assurance Officer: Western Cape

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Quality Assurance Officer**, who will report directly to the **Provincial Manager** and be based at the Western Cape Provincial Office.

Grading: (Role Band: C4)

Salary: R527 769 (Total Cost to Company per annum)

The role of this position is to:

To provide a professional, efficient and effective quality assurance function and service on W&RSETA projects in the Province.

Key Performance Areas will include but not limited to the following:

- Ensure effective and efficient execution, coordination and implementation of quality assurance services on Learning Programmes delivery according to approved Learning Programme Roll Out Plans.
- Monitor, Evaluate and Recommend accreditation of new Skills Developments Providers and Assessment Centres.
- Conduct 50% onsite external moderation and monitoring within Projects.
- Evaluate and Approve Learning Programmes applications from applicant Skills Development Providers for W&RSETA aligned programmes.
- Conduct workplace assessments and approvals to ensure workplaces meet SETA requirements and specifications prior to Provincial Manager endorsement, in line with WBLP regulations.
- Facilitate extension of scope. □ Evaluate and Approve assessors' and moderators' applications including for Occupational Qualifications.
- Capacitate stakeholders on quality assurance matters.
- Address and respond to stakeholder queries within 48 hours.
- Conduct workplace approvals and the Quality Assurance in relation to W&RSETA scope of qualification requirements.
- Capacitate TVET Colleges on quality assurance and SETA System requirements.
- Coordinate external moderation of assessments for both Legacy and Occupational Qualifications; and endorse compliant Reports.
- Capacitate the Provincial office team on Quality Assurance matters on an ongoing basis.
- Audit and endorse learner information and credit uploads (NLRD).
- Quality Assuror issuing of Statements of Results at the Provincial office and certificates by Head Office ETQA Unit.
- Participate in the planning of Provincial activities and projects.
- Facilitate MIS training sessions for SDPs.
- Risk management and fraud prevention.
- Prepare for internal and external DHET/SAQA/QCTO audits.
- Facilitate and champion Quality Assurance policies during annual organizational policy review.

- Prepare and submit monthly reports on quality assurance activities to the Provincial Manager and Senior Projects Specialists.
- Monitor workplace provision in line with quality assurance requirements and learning programme.
- Give support to other Business Units in closure of projects.
- Continuously track, monitor and measure the learner results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to achieve targets and to ensure adequate budget availability.
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of project and programme performance.
- Conduct site visits to stakeholders for learner / site verification and monitoring.
- Up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve performance.
- Maintain a close working relationship between and amongst the team to optimally support performance and deliver on stakeholder needs and requirements.
- Contribute to knowledge-sharing, ensuring proper document management and setting of benchmarks for improved performance.
- Maintain a good relationship between the different divisions to continuously support performance and delivery against set objectives.
- Ensure adherence to W&RSETA policies, procedures and regulations.
- Communicate effectively and professionally with all Stakeholders.
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Public Administration/Management/ Business Management
- Registered as Assessor / Moderator with ETDP SETA
- 5 Years' experience in a training environment at specialist level dealing with Educational Quality Assurance
- Excellent knowledge and understanding of QCTO, assessment and moderation practices, learning programme design, E-learning and RPL
- Proficient in MS Office, MS Project
- External verifier preferred
- Exposure to program and material development
- Project Management Exposure / Certificate
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape
- A good knowledge and understanding of the NDP; NSDP; Skills Development Act; NSP; HRDS; NQF; SAQA Act; QCTO

Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the email subject line.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment@wrseta.org.za. The closing date for applications is: **17 June 2023**

