



## **Advertisement**

### **Quality Assurance Officer: North West**

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

**Grading: (Role Band: C4)**

**Key Scale: R 468 391- R 551 741** (Total Cost to Company)

#### **The role of this position is 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:**

- Provide effective and efficient end-to-end delivery, execution, coordination and implementation of quality assurance services on projects and programmes ensuring delivery within specified timelines and contract specifications
- Facilitate accreditation activities, including capacitation of Skills Development Providers (SDPs) on QCTO accreditation and extension of scope processes
- Monitoring and auditing of W&RSETA accredited training providers on the delivery of legacy qualification
- Facilitate extension of scope of training providers on W&RSETA legacy qualifications
- Ensure accuracy in the registration and notification of scope for assessors and moderators
- Capacitate stakeholders on quality assurance matters and resolve related queries within specified timeframes
- Conduct quality assurance onsite monitoring of projects
- Conduct workplace approvals and the quality assurance of workplace approvals done by others in relation to the qualification requirements.
- Capacitate TVET colleges on quality assurance and the W&RSETA system requirements
- Facilitate external moderation of assessments
- Verification of learner information and credit uploads on the NLRD
- Submission of certification requests to the ETQA unit
- Participate in the planning of regional activities and projects
- Facilitate MIS training sessions for SDPs
- Risk management and fraud prevention
- Prepare for internal and external DHET/SAQA/QCTO audits
- Full compliance with the relevant legislation and organisational policies and procedures
- Prepare and submit monthly reports on quality assurance activities to the Provincial Manager
- Capacitate the provincial office team on quality assurance matters
- Participate in qualifications assessment specification or curriculum development on the new QCTO qualifications
- Monitor workplace provision in line with quality assurance requirements and learning programmes
- Conduct 50% onsite external moderation within projects
- Provide support to other business units on closure of projects
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of project and programme performance
- Conduct site visits to stakeholders for learner or site verification and monitoring



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- Up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve performance
- Maintain a close working relationship amongst the team to optimally support performance and deliver on stakeholder needs and requirements
- Support knowledge-sharing, documentation of information and setting benchmarks for improved performance
- Maintain a good relationship between the different divisions to continuously support performance and delivery against set objectives
- Effective, professional communication and dialogue with all stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

### **Minimum Qualifications and Experience**

- National Diploma in Public Administration/Management
- ETDP Certificate
- 3 years' experience in a training environment at specialist level dealing with educational quality assurance
- Excellent knowledge and understanding of QCTO, national assessment environment, moderation, occupational modular based qualification and learning programme design
- Proficiency in MS Office and MS Project
- External verifier preferred
- Exposure to program and material development
- Project management exposure or certificate
- Experience in monitoring and auditing of QMS
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape

All applications must be accompanied by 6 months certified copies of all educational qualifications. 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 W&RSETA will give preference to candidates in line with the Employment Equity Plan.

NB: Please include the name of the post name or reference on the subject line on the applications.

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](mailto:recruitment@wrseta.org.za)**. Correspondence will be limited to short-listed candidates only. The closing date for applications is **19 September 2021**