**Advertisement**

**Quality Assurance Officer: Mpumalanga**

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

**Grading: (Role Band: C4)**
**Salary: R595 798** (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:**

- 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 legacy qualification**s**
- 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 48 hours
- Conduct Quality Assurance Onsite Monitoring of Projects
- Conduct workplace approvals and the Quality Assurance of workplace approvals conducted by others in relation to the qualification requirements.
- Capacitate TVET Colleges on quality assurance and SETA System requirements
- Facilitate external moderation of assessment
- Verification of learner information and credit uploads (NLRD)
- Effective submission of certification requests to Head Office 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 organizational policies and procedures
- Prepare and submit monthly reports on quality assurance activities to the Provincial Manager & Senior Project Specialist
- Responsible for capacitating the Provincial Office Team on quality assurance matters
- Participate in Qualifications Assessment Specification / Curriculum Development on the new QCTO qualifications

- Monitor workplace provision in line with quality assurance requirements and learning programme
- Conduct 50% onsite external moderation within Projects
- 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
- Supports knowledge-sharing, documentation of information and setting of benchmarks for improved performance
- Maintain a good relationship between the different divisions to continuously support performance and delivery against set objectives
- Behaviours and conduct are aligned with the SETA values
- 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/Public Management/ Human Resources Development
- Registered as Assessor / Moderator
- 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 recruitment2@wrseta.org.za. The closing date for applications is**: 16 March 2026.**