

Advertisement

Qualification and Quality Assurance Administrator

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Qualification and Quality Assurance Administrator**, who will report directly to the **Senior Specialist: Quality Assurance and Reporting** and be based at the **Head Office: Centurion**.

Grading: (Role Band:B4)

Salary: R219 292 (Total Cost to Company per annum)

The role of this position is to:

Provide sound, effective and efficient administration services to Quality Assurance that will enable easy accessibility, accuracy and comprehensiveness of information and up-to-date records.

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

- Effective Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Prepare and draft minutes, reports, briefs, presentations and written communication for review
- Managing and maintaining the QQA electronic and hardcopy filing system
- Coordinating all catering for relevant QQA meetings
- Booking and travel arrangements for the QQA team
- Maintaining an optimum level of stationary
- Assist QQA Officer with the certification process
- Administer data on indicium.
- Draw reports from indicium for external moderation
- Confirm and communication with providers / regions.
- Pre-arrange certificate for print
- Organize the certificate paper and assist with the printing
- Assist with the pasting and capturing of serial numbers.
- Draw reports from the system relating to Certificate, Serial numbers and Records of Achievements.
- Assist in the coordination for signoff of certificates by the CEO
- Coordinate the couriering and distribution process for all certificates
- Provide administrative support to the QQA head office team.
- Communicate all information to the provinces and the public pertaining to QQA requirements as needed
- Coordinate all stakeholder related queries.
- Weekly check currency of the QQA information website and communicate changes to the communications team

- Coordinate and facilitate dissemination of information as and when required.
- Administer and process all requisitions and invoices for the department, using the required SCM and Finance department processes and systems
- Assist with the weekly updating of the relevant project administrative system
- Coordinate and facilitate all SAQA and QCTO administration
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor and measure individual performance against set standards and performance targets
- Professional visible representation of the SETA ensuring all behaviours and conduct are aligned with the SETA values
- Assist across business units and functions with ad hoc requests to support each other in ensuring delivery
- Effectively plan, coordinate, manage and execute ad hoc projects and a full range of personal assistance

Minimum Qualifications and Experience

- National Diploma in Public Administration/Public Management
- 2- 3 years' experience in administration
- Sound knowledge and understanding of administration

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 organization 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 recruitment1@wrseta.org.za. The closing date for applications is: **16 November 2024**