

Advertisement

Specialist: Quality Management System

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Specialist: Quality Management System**, who will report directly to the **Manager: Internal Control and Compliance** and be based at the Head Office: Centurion.

Grading: (Role Band: D1)

Salary: R714 938 (Total Cost to Company per annum)

The role of this position is to:

Develop and implement a Quality Management System for the SETA that provides oversight for the development and maintenance of quality projects, programs, systems, processes and procedures that ensure compliance with policies and that the performance and quality of services conform to established internal and external standards and guidelines.

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

- Develop and implement a quality management system for the SETA nationally which will ensure the performance of programmes, projects and services meets and conforms to the required quality standards and guidelines internally and externally
- Provides oversight for the development and maintenance of quality programs, systems, processes and procedures that ensure compliance with policies and that the performance and quality of services conform to established internal and external standards and guidelines
- Provides expertise and guidance in interpreting policies, regulatory and/or governmental regulations, and internal regulations to assure compliance
- Close working relationship with operations and provinces to provide process analyses oversight on a continuing basis to enforce requirements and meet regulations
- Leads audit and inspection preparation, resolution of audit and inspection findings and liaises with auditing groups and inspectors through all stages of the audits
- Prepares reports and/or necessary documentation in terms of proposed corrective and preventative actions and provides to applicable stakeholders, both internal and external recommendations and advice
- Coordinates legal requests in support of government investigations or litigations
- Ensures the quality assurance programs and policies are maintained and modified on a regular basis, as per policy
- Facilitates uniform standards for the SETA is implemented across all operations and continuously monitor adherence to standards
- Management and facilitation of quality documentation system for the SETA
- Proactively identify opportunities for quality-related continuous improvement
- Interpret and analyse reports, coordinate and compile reports to relevant stakeholders
- Ensure knowledge-sharing, documentation of information and that the provincial teams are informed and up-to-date with QMS across the SETA

- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's performance targets
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure adherence to W&RSETA policies, procedures and relevant legislation
- Professional visible representation of the SETA, ensuring all behaviours and conduct are aligned with the company values
- Maintain professional and technical knowledge and best practices
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma/Bachelor's Degree in Social / Management/ Business Administration /Research
- Post graduate qualification will be advantageous
- 6-8 Years' experience of which 3 years in a QMS environment
- Advanced MS Excel, MS Word, MS PowerPoint
- In-depth knowledge and understanding of policies, procedures, Quality Management Systems
- Excellent knowledge and understanding of National Skills Development Plan (NSDP)
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape.

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 recruitment1@wrseta.org.za. The closing date for applications is: **4 May 2024**