



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors

EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the ETQA unit

Quality Assuror C5 x2

Salary Level (Min. to Mid): 598 956– 728 673 pa

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

**Gauteng South Regional Office
Kwa-Zulu Natal Regional Office**

Purpose – To oversee quality in the implementation of training and verification of assessments (learnerships and apprenticeships, skills programmes) and to ensure that accreditation standards are upheld. To provide a professional, efficient and effective quality assurance function and service on merSETA projects in the Regions.

Duties: The duties include but are not limited to the following:

- Efficiently and effectively conduct accreditation site evaluation visits of prospective skills development providers, assessment centres, ensure that they are audited, monitored and quality assured in line with the relevant legislation
- Evaluate learning material presented for accreditation by skills development providers for the scope accreditation as applied
- Promote and support participation in merSETA project initiatives and services to ensure awareness and the implementation of learning programmes.
- Capacity building of Skills development providers and assessment centres in line with legislative requirements
- Conduct external moderations of assessments for progress and completion of learners' evidence and issue moderation reports.
- Submit moderation reports for processing and follow up to ensure that learners are issued with certificate or statement of results



- To provide support and guidance to skills development providers and assessment centres on implementation of learning programmes
- To provide support and guidance to assessment centres on implementation of assessments
- Close working relationship with the regional office to ensure they have the knowledge and understanding of the available learning programmes that can be utilised by various stakeholders.
- Update internal and external stakeholders on matters regarding the registered and implementation of occupational qualifications
- Monitor learning interventions to ensure continuous progress and provide guidance and support to skills development providers where gaps have been identified
- Review and evaluate workplace approval applications aligned with programme specifications and relevant legislative requirements
- Support regional with verification visits on application for infrastructure (equipment) of public institutions.
- Verify delivery of equipment and complete report
- 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
- Full compliance with the relevant legislation and organizational policies and procedures

Qualities, experience, knowledge and skills required:

- Artisan qualification in the mer-sector related trade
- NQF level 5 qualification in Business Administration/ office Administration/ Project Management/ Training or Related field
- Qualification as an Assessor and Moderator
- 3 to 5 years' experience in an education and training environment
- Knowledge and understanding of skills development legislation
- Knowledge and understanding of quality and assessments
- Quality assurance of training and learning programme
- **Have a valid drivers license and own vehicle to conduct site visits**
- Advanced computer skills
- Quality management systems
- Customer Service Orientation
- Investigative Orientation
- Oral and written Communication
- Attention to detail
- Rule Orientation
- Planning and organising
- Technical Skill and Competence
- Relationship Management
- Collaboration
- Execution
- Management Control
- Integrity



The MERSETA is an equal opportunity employer; however, **preference will be given to Affirmative Action Candidates and People with Disabilities in line with the EE Plan.** Please submit a detailed CV, application form and motivational letter to: recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

CLOSING DATE: 22 December 2023