



The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA,) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

### **EXTERNAL ADVERT**

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

#### **Quality Assuror (C5)**

**Reference Number: QA/EC/12/07/24**

**Salary Level (Min. to Mid): R598 956– R728 673 pa**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**  
**EASTERN CAPE**

**Purpose:** To oversee, ensure and enhance the quality, effectiveness, and efficiency in the implementation of training and verification of assessments (learnerships and apprenticeships, skills programmes) and to ensure that accreditation standards are upheld. This role will be responsible to provide a professional, efficient, and effective quality assurance function and service on merSETA projects in the Regions.

#### **Key Accountabilities and Responsibilities**

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- Efficiently and effectively conduct accreditation site evaluation visits of prospective skills development providers, assessment centers, 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 centers 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
- Provide support and guidance to skills development providers and assessment centers on implementation of learning programmes
- Provide support and guidance to assessment centers 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 utilized by various stakeholder
- 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") to timeously implement viable solutions to achieve targets and to ensure adequate budget availability

### **Qualifications, Experience, Knowledge, and Skills**

- Qualified Artisan in the Mer-sector related trade
- NQF level 5 qualification in Project Management and/or Education/Training or related field
- Qualified Assessor and Moderator
- 3 years' experience in an education and training environment including assessments and moderations
- Knowledge and understanding of skills development legislation
- Knowledge and understanding of quality and assessments
- Experience in Quality assurance of training and learning programmes
- Advanced computer skills
- Knowledge of Quality management systems
- Customer Service Orientation Skills
- Investigative Orientation Skills
- Good Verbal and written Communication Skills
- Attention to detail Skills
- Planning and Organizing Skills
- Relationship Management Skills
- Collaboration Skills
- Integrity
- **Have a valid driver's license and own vehicle to conduct site visits**

### **Offer**

The merSETA, offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.

**CLOSING DATE: 12 July 2024**

The merSETA, is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email:

**recruitment@merseta.org.za**

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA, reserves the right not to make an appointment.