



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.

INTERNAL & EXTERNAL ADVERT

We have excellent opportunities for the following professionals to join the Learning Programmes & QA Unit.

Quality Assuror (C5)
Reference Number: QA/FS/05/12/25
Salary Level R57 679,46 pm
FIXED-TERM CONTRACT : 12 MONTHS
Free State Regional Office

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 for providing a professional, efficient, and effective quality assurance function and service on merSETA projects in the Regions.

Key Responsibilities

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

- Efficiently and effectively conduct accreditation site evaluation visits of prospective skills development providers and assessment centers, and 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 and assessments.



- Work closely with the regional office to ensure they have the knowledge and understanding of the available learning Programmes that can be utilized 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) to timeously implement viable solutions to achieve targets and to ensure adequate budget availability
- Assess, monitor, and evaluate accreditation of applicant training providers ensuring QCTO & SAQA alignment of quality systems and other criteria.
- Monitoring and evaluating merSETA & QCTO accredited providers during and after training to ensure quality training is afforded to the merSETA registered learners.
- Arrange, & Present for the ETQA & QCTO at capacity building workshops for merSETA & QCTO accredited providers.
- Coordinate functions related to QCTO (Quality Council for Trades and Occupations).
- Compliance to legislation, QCTO criteria and deliver on sector needs and requirements.

Qualifications and Experience

- Qualified Artisan in the Mer-sector related trade
- A Higher Certificate (NQF level 5) in one of the following fields - or an equivalent NQF level 5 qualification that matches a Higher Certificate in these areas:
 - 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
- Experience in Quality Assurance of training and learning programmes

Knowledge and Skills

- Knowledge and understanding of skills development legislation, quality and assessments.
- Knowledge of Quality management systems and advanced computer skills
- Customer Service Orientation Skills and collaboration skills
- Investigative Orientation Skills



- Good Verbal and written Communication Skills
- Attention to detail Skills and integrity
- Planning and Organizing Skills
- Relationship Management Skills
- **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: 05 December 2025

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 **Reference Number only** 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.

NB: All applications without quoting "the Reference Number" in the subject line will be automatically disqualified

Applicants are urged to follow all instructions as outlined in the advert when submitting their applications.