

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: ETQA  08 JANUARY 2025		
REFERENCE NUMBER	POSITION:  18 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
ETQA: 02/2025	ETQA:ADVISOR  ALL INCLUSIVE REMUNERATION:  R32 550.00	2

MICT SETA seeks to employ two (2) suitably qualified and competent Advisors: ETQA to coordinate the development and implementation of a quality management system for education and training through accreditation, monitoring and moderation of workplacebased, public and private training providers.

The successful incumbents will be based at our Midrand offices respectively, reporting to the **Senior Manager: ETQA**

#### MINIMUM REQUIREMENTS:

- A Bachelors Degree in Human Resource/Human Resource Development, Public Management, Project Management, Business Management or NQF7 equivalent
- A qualification in Total Quality Management will be advantageous
- At least 4 years experience in Education Training and quality Assurance
- Knowledge of the Skills Development and National Qualifications Framework Acts
- Knowledge of the QCTO processes and procedures
- Knowledge of Skills Development policy and regulation

#### ROLES AND RESPONSIBILITIES

##### Accreditation and Quality Assurance

- Manage accreditation related projects.
- Provide support and monitor providers with regards to accreditations.
- Monitor training sites for training implementation.
- Compile progress reports on project implementation and provider accreditation.
- Make recommendations for interventions to ensure all accreditation standards are met at all times.
- Manage and recommend accreditation and extensions of accreditation.

- Conduct site visits, compile reports for approval and generate the available documents.
- Ensure proper filing for auditing purposes.
- Attend and participate in technical, functional, and advisory committee meetings as needed.
- Supervise and coordinate Artisan and Non- Artisan training projects.
- Supervise the conducting of panel assessments, investigate appeals and work on the Artisan Recognition of Prior Learning (ARPL) processes.
- Quality assures all administrative tasks undertaken by Administrators including funding agreements, approval letters and learner's admission forms.

### **Risk and Compliance**

- Respond to routine queries and escalate higher-level requests to the relevant staff in the business unit as required.
- Prepare non-routine and routine correspondence and proofread relevant documents before circulation.
- Assist in the effective and efficient management of document flows and the retrieving and archiving of information in a confidential manner.
- Assist in the preparation of the Financial Accounting relevant reports for review and submission by Financial Accountant.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.
- Assist in the coordination and verification of relevant invoices and supporting documents from the business units.

### **Risk and Compliance**

- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- Maintain quality risk management standards in line with relevant requirements.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity
- Review related Standard Operating Procedures in consultation with the Manager: ETQA to ensure business optimisation.
- Adhere to all relevant laws ,policies and Standard Operating procedures throughout the Organisation

### **Stakeholder Management and Relations**

- Build and maintain relationships with all MICT SETA business units for the purposes of expectations management and knowledge sharing.
- Provide advocacy on matters related quality assurance to empower the MICT SETA stakeholders to make informed decisions.
- Represent and participate in the organisation's committees and tasks teams when required.

- Convene and attend meetings and present findings and business cases to relevant stakeholders when required.
- Implement timeous communication on progress and challenges in achieving the operational work plans to impact stakeholders.
- Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.

## VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

## FUNCTIONAL

- Planning and Organising
- Assessment and Moderation
- Total Quality Management
- Curriculum and Material Development
- Stakeholder Management and Relation Management
- Time Management
- Project Management
- Information Management
- Contract Management
- Report Writing
- Communication (Verbal and Written)
- Consulting
- Data Management
- Presentation Skills
- Risk Management

## BEHAVIOURAL COMPETENCIES

- Integrity
- Deadline driven
- Attention to detail
- Professional
- Customer Centric
- Efficient
- Dedicated

**Application:**

Please click the link to apply <https://forms.office.com/r/zh9TCgJ4Qf> by no later than **17 January 2025**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



**White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA"). Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)