



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: EDUCATION AND TRAINING QUALITY ASSURANCE		
REFERENCE NUMBER	POSITION PERMANENT	NUMBER OF VACANCIES AVAILABLE
ETQA: 20/2020	<b>SENIOR MANAGER : ETQA PATERSON GRADE: D5</b>  <b>SALARY PACKAGE: R1 290 000.00 – R1 587 775.00</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent **Senior Manager: Education & Training Quality Assurance**, to develop and implement a quality management system for education and training through the accreditation, monitoring, auditing and moderation of work based, public and private training providers.

The successful incumbent will be based at the MICT SETA Head Office, in Midrand and will report to the Chief Executive Officer.

This is a permanent position aligned to the Government Gazette No. 375 dated 7 March 2019.

**MINIMUM REQUIREMENTS:**

- Postgraduate Degree in Education/ Business Leadership/ Strategic Management, Related Field or Equivalent (NQF8)
- Minimum of 8 years working experience in skills development, with at least 5 years in a management role. Experience in the public sector will be an added advantage.
- The successful applicant shall be subject to personal vetting which will include background checks.

**KEY PERFORMANCE AREAS:**

**Education, Training and Quality Assurance Planning and Execution**

- Identifies and Facilitates the generation of qualifications and unit standards in the sector and submits to SAQA for registration.
- Oversees the quality assurance of learning programmes thereby improving the quality and relevance of education and training in the sector.
- Analyses qualitative and quantitative data required to inform strategic ETQA plans.

- Ensures the accreditation of service providers for specific standards or qualifications registered on the National Qualifications Framework.
- Recommends new standards or qualifications to National Standards Bodies for consideration, or modifications to existing standards or qualifications to National Standards Bodies for consideration.
- Manages the accreditation of training providers and registration of assessors and moderators.
- Manages the three-phase moderation process for learning programs.

### **Management of ETQA departmental performance**

- Strategically develops the divisions Business Plan in line with the Operation's objectives.
- Identifies divisional risks and puts plans in place to mitigate such risks
- Monitors divisional performance against set objectives.
- Reviews and updates existing departmental procedures to ensure optimum performance.
- Ensures compliance with all aspects of Skills Development Regulations.

### **Stakeholder Relationship Management**

- Identifies and partners with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions.
- Effectively communicates MICTSETA's initiatives to support the development of alliances.
- Ensures delivery of quality services in accordance with Service Level Agreements and stakeholder expectations.

### **Budget Management**

- Analyses the business plan to determine the financial requirements.
- Determines financial allocations in accordance with deliverables.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits.
- Explores opportunities to reduce costs.

### **Human Resources Management**

- Sets performance objectives for team by cascading of corporate initiatives into individual performance contracts
- Monitors and measures performance quarterly by conducting employee appraisals

- Identifies areas of development and develops action plans to address poor performance.
- Ensures ongoing training and development of employees
- Addresses employee relations matters fairly and promptly with the assistance of Human Resources personnel

#### KNOWLEDGE AND SKILLS:

- Effective written and verbal communication skills
- Strategic thinking, planning and execution capabilities
- Good stakeholder liaison skills
- Good Analytical Skills
- Planning and organizing skills
- Knowledge of Financial Management Fundamentals
- Good time management and prioritising skills
- Advanced Microsoft Office skills

#### ATTRIBUTES:

- Professional with astute attention to detail
- Influential, innovative and with good judgement
- Integrity and the ability to deal with confidential information is essential
- Efficient and effective in meeting deadlines and delivering results
- Stress tolerance and works well under pressure

#### APPLICATION

Applications from Indians, Coloureds and whites will be considered as per current MICT SETA employment equity targets. CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Resources Department for the attention of: Mr Sandile Gumede ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) or Fax 011 805 6833 by no later than **30 September 2020**. Enquires may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



MICT SETA is an equal opportunity and affirmative action employer and reserves the right not to appoint for the advertised position.

**MICT SETA welcomes applications from people with disabilities.**