



INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: ETQA 20 March 2023		
REFERENCE NUMBER	POSITION: 6 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
ETQA: 06/2023	ADVISOR: ETQA ALL INCLUSIVE REMUNERATION: R30 000.00 PM	5

MICT SETA seeks to employ five (5) 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 workplace-based, public and private training providers.

The successful incumbents will be based at our Midrand office and report 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

#### TECHNICAL COMPETENCIES

- Time Management
- Problem Solving
- Administration
- Interpersonal
- Stakeholder liaison

#### BEHAVIORAL COMPETENCIES

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

## ROLES AND RESPONSIBILITIES

- Oversees the registration of learners on learnerships and skills programmes.
  - Ensures that the workplace where practical training will occur has been approved.
  - Ensures that the qualification being studied towards in the learnership is registered with South African Qualifications Authority (SAQA)
  - Ensures that unit standards within a skills programme are registered with SAQA.
  - Ensures that learning programmes related to learnerships and skills programmes are registered with MICT SETA and the Department of Higher Education and Training (DHET).
  - Ensures requirements set by DHET are adhered to.
  - Monitors that learner programme Service Level Agreements are adhered to.
  - Verifies information received from training providers against registration compliance standards to ensure all requirements have been adhered to.
  - Provides accurate weekly reports to Manager related to current status of all learnerships and skills programmes currently in progress.
  - Quality assures all administrative tasks undertaken by Administrators including funding agreements, approval letters and learner's admission forms.
  - Conducts site visits and collates reports on work experience interventions.
  - Assists Skills Development Facilitators with learnerships and skills programmes related queries (i.e. recommended duration, format of training).
  - Attends project review meetings to provide guidance to employers on programme performance as per the service level agreement, understand the current project status and offer guidance and assistance to address identified performance gaps of training providers.
  - Assists training providers with the learner registration process by providing guidance on the requirements, provision of latest MICT SETA learnership agreements and employment contracts (where applicable), highlighting non-adherence to requirements and indicating remedial actions to be undertaken to allow for the registrations to move forward.
  - Ensures training providers meet deliverables through regular monitoring of all learnerships and skills programmes.
  - Ensures learnerships and skills programmes projects conclude on time as per service level agreements.
  - Promotes best practice in learnerships and skills programmes implementation through maintenance of strict and consistent quality assurance standards.
  - Ensures that the relevant percentage of portfolios of evidence is quality assured to ensure that the minimum requirements for achievement of qualifications are met.
  - Provides guidance to training providers on remedial actions required if portfolios of evidence do not meet the required standards.
  - Ensures that attendance records of all practical and theoretical training are available as evidence that notional hours have been met.
- Ensures that certificates and / or statements of results are issued timeously to learners that have successfully completed learnerships and skills programmes

### Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mr. Bassanio Gilbert ([Recruitment@mict.org.za](mailto:Recruitment@mict.org.za)) by no later than **29 March 2023**. Enquiries may be directed to 011-207-2600. Should candidates not hear from us (thirty) 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



**People with disabilities are 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/>)