



**INTERNAL / EXTERNAL ADVERTISEMENT
DIVISION: ETQA**

31 March 2023

REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
ETQA: 08/2023	MANAGER ETQA ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R542 526.00 – R854 659.00	1

MICT SETA seeks to employ a suitably qualified and competent **Manager: ETQA**; the primary role of the position is to manage the implementation of operational plans relating to training provisions for the sector, and the implementation of learning provisions in line with the Quality Council for Trades and Occupations (QTCO) quality assurance requirements

The successful incumbent will be based at our Midrand Office and will report to the **Senior Manager: ETQA**

MINIMUM REQUIREMENTS:

- Bachelor's Degree (NQF 7) in HRM/HRD and or Public Administration/ Management or equivalent;
- Post Graduate Degree (NQF 8) in HRM/HRD and or Public Administration/ Management or equivalent; will be an added advantage
- Minimum of 5 years working experience in Training and Development Quality Assurance (Experience within a Post-School Education and Training (PSET) environment will be an added advantage);
- Knowledge of legislations governing SETAs, i.e. QTCO, SDA, NQF, ETQA regulations, etc.
- Sound knowledge and experience with People and Performance Management
- Sound knowledge and experience in stakeholder management;
- Sound knowledge of quality assurance systems;
- Thorough knowledge and application of the relative frameworks that guide quality assurance in general;
- Effective written and verbal communication skills;
- Ability to work under pressure and multi-task;
- Effective report writing skills;
- Valid driver's licence and own vehicle

REQUIRED OUTPUTS

ETQA Compliance

- Manage the implementation of the operational plans of the ETQA.
- Ensure compliance with all ETQA policies, processes, procedures and guidelines.
- Ensure compliance with relevant legislative and regulatory frameworks pertaining to ETQA, NQF, DQP and AQP processes.

Accreditation of the skills development services providers

- Ensure adherence to the Accreditation Policy of the MICT SETA and QCTO in the management of the accreditation of Service Providers.
- Consolidate applications and allocate for site visits.
- Consolidate accreditation reporting for monthly EXCO reporting
- General administration in respect of training provider accreditation.
- Monitoring Service Providers and their implementation.

ETD Practitioners

- Manage the process of registration of Assessors and Moderators.
- Manage the process of registration of Subject Matter Experts

Development of new qualifications

- Oversee the realignment of historical qualifications into the occupational model as required by the QCTO SLA.
- Oversee the development of new occupational qualifications as identified by industry and Sector Skills Plan.

Verification and Certification

- Ensure adherence to the Verification Policy of the MICT SETA and provisions of the NQF Act to ensure.
- Consolidate applications and allocate for site visits.
- Consolidate verification and certification reporting for monthly EXCO reporting.
- General administration in respect of verification and certification.
- Monitor the registration of Learners on the SETA Management System.
- Manage the issuing of certificates/SOR for Learners.
- Ensure adherence to timelines of the verification and certification processes.
- Monitor the registration of Learners on the SETA Management System.

Reporting

- Consolidate and prepare reports for MANCO, EXCO, GOVCO, ICT Steercom, etc.
- Ensure the sound manage of record keeping about providers, assessors and moderators, learner enrolments, achievements and any other category required for the NLRD reporting.
- Ensure that the Service Provider Developmental Plans are implemented and closely monitored.

People Management

- Build and lead an effective and cohesive team through the effective management of resources.
- Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the office.
- Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit.
- Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Ensure the working environment contributes to improving employee engagement, recognition and increased productivity.
- Ensure the management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.

Stakeholder and Management

- Maintain stakeholder partnerships through the terms and conditions of accreditation, Assessor and Moderator registration.
- Develop healthy internal and external relations with stakeholders in order to assist in the achievement of organisational goals.

KNOWLEDGE, ATTRIBUTES AND SKILLS

- Good analytical skills
- Good people management
- Problem Solving
- Project management
- Presentation skills
- Reporting skills
- Stakeholder relationship management
- Proven track record of exceeding goals
- Hardworking individual
- Honest, trustworthy and respectful
- Ethically sound
- Proactive

Application:

CVs and qualifications of suitably qualified persons must be forwarded to the Human Resources Division for the attention of: Mrs. Boipelo Ramafoko (Recruitment@mict.org.za) by no later than **11 April 2023**. Queries 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. Please note 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.