

<b>INTERNAL / EXTERNAL ADVERTISEMENT</b>		
<b>DIVISION: ETQA</b>		
<b>03 July 2023</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: PERMANENT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>ETQA: 16/2023</b>	<b>MANAGER ETQA</b>  <b>ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM)</b>  <b>R804 300.00 – R1 133 700.00</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent **Manager: ETQA**; the primary purpose is to ensure that the content and quality of MICT SETA's occupationally directed learning programmes and their delivery are quality assured, that providers of education and training are accredited/approved and that certificates are issued or recommended timeously and meet the quality standards of the occupations.

This position also ensures that emerging national standards for skills development are understood and implemented to ensure competent training standards within the ambit of the required legislative frameworks.

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;
- Project Management qualification 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);

- Minimum of 5 years working experience in programme evaluation, assessment strategies, curriculum and material design;
- Extensive knowledge of skills development legislation, i.e. SDA, SDLA, SAQA Act, PFMA, etc.
- Compliant execution of the required legislation such as the National Skills Development Strategy, the NQF Act, QCTO, etc.
- MIS System Management
- National Qualifications Framework
- Valid driver's licence and own vehicle

## REQUIRED OUTPUTS

### Strategic Management

- Assist and provide inputs in the development of the Annual Performance Plan and Operational Plans, and ensuring progress against the approved annual targets.
- Reports to the Senior Manager on achievement of learning programmes objectives and provide reasons for non-achievement of the annual performance targets.
- Compile monthly and quarterly reports.

### Quality Assurance

Excellent, effective and timeous management of all quality assurance related processes for;

- Provider accreditation and monitoring.
- Workplace approval and monitoring.
- Learning Programme Implementation.
- Assessment and Certification.
- And all other related functions.
- Manage the evaluation of the Service Providers' Quality Management Systems.
- Monitor the registration of Learners on the SETA Management System.
- Ensure that the Service Provider Developmental Plans are implemented and closely monitored.
- Manage the record keeping of providers, assessors and moderators.
- Effective management of MIS and other data related to occupational directed training programs.
- Compile accurate reports timeously.
- Manage consultants who provide services to the ETQA Unit for various functions.
- Manage all delegated functions from the Quality Council of Trades and Occupations.
- Manage the evaluation of the Service Providers' Quality Management Systems.

- Monitor the registration of Learners on the SETA Management System.
- Ensure that the Service Provider Developmental Plans are implemented and closely monitored.
- Manage the record keeping about providers, assessors and moderators.
- Manage the registration of Assessors and Moderators.
- Compile accreditation reports.
- General administration in respect of training provider accreditation.
- Oversee the assessment of new qualifications for QCTO as required by the SLA.
- Monitor the development of new qualifications.
- Manage the issuing of certificates/SOR for Learners.
- Improvement and facilitation of Learning Programs.
- Ensure evaluation of Learning Programs.
- Promote MICT SETA and ensure partnerships for occupationally directed training for the benefit of the MICT industry.
- Build and maintain relationships with all MICT SETA business units for the purposes of expectations management and knowledge sharing.
- Provide advocacy on matters related to ETQA 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.

### **Stakeholder and Management**

- 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.
- Educate stakeholders on skills priorities in the sector.
- Ensure services to stakeholders are delivered timeously and accurately.
- Effectively communicates MICT SETA's initiatives to support the development of alliances.
- Provides support and feedback to employers, stakeholders and training providers.

### **Risk and compliance**

- Accurately report on unit performance on a monthly and quarterly to the Senior Manager.
- Develop relevant policies and procedures of the division in line with applicable legislation and regulations.

- Ensure effective management of compliance within the division, aligned with legislation, regulations, MICT SETA policies and procedures.
- Provide input into the business unit's risk register in consultation with the Senior Manager: ETQA.
- Ensure the mitigation of the business unit's risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.
- Responsible for the coordination and maintenance of quality risk management in line with relevant requirements.
- Ensure confidentiality of MICT SETA information
- Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements.
- Support and provide evidence to all internal and external audit requirements.
- Oversee the maintenance and enforcement of all ETQA related Service Level Agreements to minimise business risk and ensure business continuity.
- Ensure adherence in the ETQA team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **Budget and Financial Management**

- Develop and manage the budget of the division by ensuring financial stability within the department.
- Ensure expenditure is in line with budget requirements.
- Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBBEE).
- Review and authorise payments and ensure all payments are done within payment terms and in line with policies and procedures of the organization.

### **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.

## KNOWLEDGE, ATTRIBUTES AND SKILLS

- Strategic capability
- Stakeholder Management and Relations
- Assessment and Moderation
- Curriculum and Material Development
- Financial Management
- Project Management
- Diversity Management
- Contract Management
- Good people management
- Report writing
- Results orientated
- Presentation skills
- Data Management
- Conflict Management
- Risk Management
- Planning and organising
- Team player and leadership
- Integrity, professionalism, honesty and confidentiality
- Emotional self awareness and diversity awareness

### **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](mailto:Recruitment@mict.org.za)) by no later than **12 July 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.**