

<b>INTERNAL / EXTERNAL ADVERTISEMENT</b> <b>DIVISION: EDUCATION AND TRAINING QUALITY ASSURANCE</b> <b>13 AUGUST 2025</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION:</b>  <b>24 MONTHS FIXED-TERM CONTRACT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>ETQA: 28/2025</b>	<b>ADVISOR: ETQA</b>  <b>ALL INCLUSIVE REMUNERATION:</b>  <b>R35 479.50 (PER MONTH)</b>	<b>9</b>  <b>(Midrand 3 Eastern Cape 2 WC &amp; NC 2 Kwa-Zulu Natal 2)</b>

MICT SETA seeks to employ a suitably qualified and competent Advisor: ETQA, to assess the compliance to quality management standards in the implementation of MICT SETA programmes. The key functions within the quality management eco-system include but are not limited to accreditation, provider monitoring, verification, training site approval and workplace approval for public and private training providers.

The successful incumbents will be based at our various offices as indicated above, reporting to the respective **Managers**

#### **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
- Knowledge South African Qualifications Authority (SAQA).
- A valid driver's license and willingness to travel is essential.

#### **Other requirements:**

- May be required to perform ad-hoc tasks as allocated by management
- Ability to work within a fast-paced environment which requires agility with time management

## ROLES AND RESPONSIBILITIES

### Accreditation and Quality Assurance

- Manage accreditation related projects.
- Provide support and conducts provider monitoring.
- Monitor training sites to assess compliance to set standards 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 assessment centre registration.
- Conduct site visits, compile reports for approval and generate the available documents.
- Present accreditation and verification reports to the accreditation committee.
- Ensure proper filing for auditing purposes.
- Attend and participate in technical, functional, and advisory committee meetings as needed.
- Coordinate and provide oversight Artisan and Non- Artisan training projects.
- Coordinate and provide oversight 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.

### 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
- Open and honest two-way communication

## **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/8JS4dE2XmJ> by no later than **22 August 2025**.

**Applicants are required to specify the region they are applying for.**

Queries may be directed to 011-207-2600. 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/>)

### **Verification and Vetting Disclaimer**

MICT SETA reserves the right to conduct comprehensive background checks, which may include verification of Matric and other qualifications, Employment history, Credit reports, Criminal records, Social media activity, References, Citizenship status, as well as Psychometric Assessments etc. Employment offers are contingent upon successful completion of these vetting procedures.