



JOB ADVERTISEMENT

FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.

SUMMARY	
Name of Position	: Quality Assurance Administrator
Closing Date for Applications	: 6 October 2023 @16:30
Commencement Date	: As soon as possible
Salary Offer	: R 325 789 per annum (TCTC)
Reference	: FAS/RECRUITMENT/QAA111
JOB IDENTIFICATION	
Department:	PQA
Reporting Line:	Quality Assurance Specialist
Full-time/Part-time/Contract:	Full Time
PURPOSE OF THE JOB	
To provide a professional, efficient, and effective quality assurance administration function and service FASSET projects.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Sound effective and efficient administration of all records and information to enable easy accessibility, accuracy, and comprehensiveness of information. • Prepare and draft minutes, reports, briefs, presentations, and written communication for review. • Managing and maintaining ETQA electronic and hardcopy filing system. • Coordinating and organise all relevant ETQA meetings. • Booking and travel arrangements for the ETQA team. • Assist with accreditation activities, including capacitation of Skills Development Providers (SDPs) on QCTO accreditation and extension of scope processes. • Assist with monitoring and auditing of FASSET accredited training providers on qualifications. • Assist with extension of scope of Training Providers on FASSET qualifications. • Accurate recording accurate in the registration and notification of scope for assessors and moderators. • Assist in capacitating stakeholders on quality assurance matters and resolve related queries within 48 hours. • Schedule visits on conducting Quality Assurance onsite monitoring of projects. • Schedule visits with conducting workplace approvals and the Quality Assurance of workplace approvals conducted by others in relation to the qualification requirements. 	



- Arrange the sessions for capacitation of TVET Colleges on quality assurance and SETA System requirements.
- Schedule for external moderation of assessments.
- Assist with verification of learner information and credit uploads (NLRD).
- Assist with effective submission of certification requests to ETQA Unit.
- Assist with participation in the planning of regional activities and projects.
- Assist stakeholders on system training sessions for SDPs.
- Assist with preparation for internal and external DHET/SAQA/QCTO audits.

REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> • National Diploma in Education / PGCE, Human Resource Development / Management of Training, Public Administration / Public Management, Business Management / Administration at NQF Level 6
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REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> • 2 years of experience in administration • Experience in the Public Sector will be advantageous.
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COMPETENCIES REQUIRED

Critical	<ul style="list-style-type: none"> • Interpersonal skills and stakeholder management. • Budget/cost conscious of monitoring data. • Data sources compilation. • Invoices Management.
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KNOWLEDGE AND SKILLS REQUIRED

Essential	<ul style="list-style-type: none"> • Knowledge of work-based learning regulations. • Knowledge of Skills Development Legislations. • Excellent knowledge and understanding of QCTO, National Assessment environment, moderation, occupational modular based qualification, learning programme design. • Proficient in MS Office, MS Project. • Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape. • A good knowledge and understanding of the NDP; NSDP; Skills Development Act; NSP; HRDS; NQF; SAQA Act; QCTO. • Management control. • Customer service orientation. • Concern for excellence. • Objective setting. • Execution. • Relationship management. • Oral Communication skills. • Written communication skills. • Integrity. • Technical skill and competencies. • Collaboration.
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Date of commencement of position

FASSET requires applications for a permanent **Quality Assurance Administrator** to join existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 325 789 per annum (TCTC)**.

ASSESSMENT

Applicants may be required to undergo a competency assessment.

CONTACT DETAILS

Submit your full curriculum vitae (including your name, contact details, and at least 3 contactable references), certified copies of your qualifications including academic records where necessary, and a certified copy of ID by no later than **6 October 2023** to: QAA111@fasset.org.za quoting the reference as the subject line: **FAS/RECRUITMENT/QAA111**

Please note that this is a re-advertisement and all candidates that have previously applied are encouraged to re-submit their applications.

For any inquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at 087 562 8275. Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.



FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.