



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 Specialist
Closing Date for Applications	: 6 October 2023 @16:30
Commencement Date	: As soon as possible
Salary Offer	: R 640,734 p.a. (TCTC)
Reference	: FAS/RECRUITMENT/QAS101
JOB IDENTIFICATION	
Department:	PQA
Reporting Line:	Programme Assistant Manager
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To provide a professional, efficient, and effective quality assurance function and service on FASSET projects.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Effective and efficient end-to-end delivery, execution, coordination, and implementation of quality assurance services on projects and programmes ensuring delivery within specified timelines and contract specifications. • Facilitate accreditation activities, including capacitation of Skills Development Providers (SDPs) on QCTO accreditation and extension of scope processes. • Monitoring and auditing of FASSET accredited training providers on legacy qualifications. • Facilitate extension of scope of Training Providers on FASSET legacy qualifications. • Ensure accuracy in the registration and notification of scope for assessors and moderators. • Capacitate stakeholders on quality assurance matters and resolve related queries within 48 hours. • Conduct Quality Assurance Onsite Monitoring of projects. • Conduct workplace approvals and the Quality Assurance of workplace approvals conducted by others in relation to the qualification requirements. • Capacitate TVET Colleges on quality assurance and SETA System requirements. • Facilitate external moderation of assessment. • Verification of learner information and credit uploads (NLRD). • Effective submission of certification requests to the printing service provider. 	



- Submit QCTO reports as required on monthly and quarterly basis.
- Participate in the planning of regional activities and projects.
- Facilitate system training sessions for SDPs.
- Risk management and fraud prevention.
- Prepare for internal and external DHET/SAQA/QCTO audits.
- Full compliance with the relevant legislation and organizational policies and procedures.
- Prepare and submit monthly reports on quality assurance activities to the Programme Manager, Assistant Manager & Project Specialists.
- Responsible for capacitating the FASSET Office Team on quality assurance matters.
- Participate in Qualifications Assessment Specification / Curriculum Development on the new QCTO qualifications.
- Monitor workplace provision in line with quality assurance requirements and learning programme.
- Conduct 50% onsite external moderation within projects.
- Give support to other Business Units in closure of projects.
- Continuously track, monitor, and measure the learner results and performance against set standards and targets (“the number”) in order to timeously implement viable solutions to achieve targets and to ensure adequate budget availability.
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of project and programme performance.
- Conduct site visits to stakeholders for learner / site verification and monitoring.
- Up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve performance.
- Maintain a close working relationship between and amongst the team to optimally support performance and deliver on stakeholder needs and requirements.
- Supports knowledge-sharing, documentation of information and setting of benchmarks for improved performance.
- Maintain a good relationship between the different divisions to continuously support performance and delivery against set objectives.
- Effective, professional communication and dialogue with all Stakeholders effectively plan, coordinate, manage and execute ad hoc projects.
- External verifier, program and material development and monitoring & auditing of QMS.

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 • Bachelor’s Degree will be an added advantage. • Assessor and / or Moderator Certificate will be an added advantage. • ETDP Certificate will be advantageous. • Project Management will be an added advantage
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REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none"> • 3 Years' experience in a quality assurance environment as an administrator.
COMPETENCIES REQUIRED	
Critical	<ul style="list-style-type: none"> • Planning. • Implementation. • People Management. • Budget/cost conscious and work within these parameters. • Contract Management. • Project management. • Compile data sources, employing collection and analysis of monitoring data. • Invoice Management. • Knowledge of work-based learning regulations. • Knowledge of Skills Development Act and Skills Development Levies Act. • Compile monthly SETMIS reporting. • Risk management.
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> • Management Control. • Excellent knowledge and understanding of QCTO, National Assessment environment, moderation, occupational modular based qualification, learning programme design. • Proficient in MS Office, MS Project skills. • 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. • Customer service Orientation. • Concern for Excellence. • Objective Setting. • Execution. • Relationship Management. • Oral Communication Skills. • Written Communication Skills. • Integrity. • Technical Skill and Competence. • Collaboration.



Date of commencement of position

FASSET requires **Quality Assurance Specialist** to join the existing team as soon as possible on a contract basis.

SALARY

The salary to be offered for this position is **R 640,734 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: QAA101@fasset.org.za quoting the reference as the subject line: **FAS/RECRUITMENT/QAS101**

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 8214. 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.