

ETQA External Moderators

Salary: R 35 521.16 per month (All Inclusive Package) (6 Months Fixed Contract)

The Public Service Sector Education and Training Authority, needs to employ two suitably qualified External Moderators. The successful applicants will be based in PSETA offices in Hatfield, Pretoria and will report to the ETQA Manager.

Job profile:

The main purpose of this job is to ensure that assessments and moderations conducted by accredited training providers are verified and qualifying learners are certificated.

Duties and responsibilities:

- Conduct verifications of learners' achievements.
- The successful candidate will be required to travel extensively.
- Manage assessors and moderators registration.
- Prepare, print and submit learner certificates for approval and signing.
- Assist with the monitoring of provisioning by accredited training providers,
- Guide and support PSETA stakeholders on all ETQA functions.
- Participate in ETQA policy development and or review and develop procedure documents and tools.
- Recommend and incorporate cost saving initiatives into budgets and controls expenditure within approved parameters.
- Represent PSETA in committees and forums as and when required
- Ensure adherence to procedures by performing all activities according to PSETA's practices and standards.

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Ensure that key objectives are achieved by agreed deadlines.
- Conduct capacity building and information sharing workshops.
- Contribute to the overall achievement of the PSETA targets as well as the Annual Performance Plans as delegated by the QCTO and DHET.
- In addition to these typical duties, may perform other duties as assigned and required.

Requirements:

- A minimum of an undergraduate qualification at NQF 7 in the business management, education, social sciences or related fields.
- The applicants must have achieved the following mandatory unit standards:
 - Conduct outcome-based assessments (Unit Standard ID 115753) The following unit standards: 7978 and 9927 will be accepted as they were replaced by 115753
 - Conduct moderation of outcome-based assessments (Unit Standard ID 115759). The following unit standards: 7977 and 9929 will be accepted as they were replaced by 115759.
- Comprehensive knowledge and at least 3 years' experience in the ETQA environment
- Experience and knowledge of SAQA framework.
- Knowledge of QCTO functions and processes.
- Experience in conducting assessments and moderation of learner achievements
- Sound knowledge of the Skills Development Act, NSDS, ETD Practices standards; and assessor and moderator standards.
- Excellent interpersonal and people management skills.
- Good verbal and written communication skills.
- Computer literacy and numeracy.
- Valid driver's licence and own car

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to recruitment@pseta.org.za.

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

PLEASE NOTE:

This is a six months temporary employment contract.

Enquiries: Ms Matsatsi Mphahlele/ Ms Phuti Phosa

Tel.012 423 5740/ 5727

Closing Date: 22 October 2019

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**



Handwritten signature and date: 11/10/19

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

SEM