

EXTERNAL VACANCY

JOB TITLE	:	Quality Assurance Administrator
DEPARTMENT	:	Quality Assurance
DIVISION	:	Kwa-Zulu Natal Region
TYPE OF CONTRACT	:	Fixed-time [12 months contract]
LOCATION	:	Durban Bay House, 333 Anton Lembede Street ,10th floor Durban, Kwa-Zulu Natal
EDUCATION, WORK EXPERIENCE AND/OR CERTIFICATES	:	<ul style="list-style-type: none"> National Diploma in Public Administration, Business Administration, or equivalent; Certificate in Assessor, Moderation and Facilitation will be added advantage Two (2) year experience in administration preferably in the public sector; SETA experience is an added advantageous; Literacy in Microsoft Office Computer Packages
KNOWLEDGE, SKILLS AND ABILITIES	:	<ul style="list-style-type: none"> Knowledge and understanding the application of SAQA, Skills Development Act, PPPFA, PFMA and Treasury Regulations; Interpersonal skills; Strong communications skills; Work in team-oriented environment; Ability to work under pressure
BEHAVIUIORAL TRAITS	:	<ul style="list-style-type: none"> Brand leadership Positive influence capabilities Independence Precision Cognitive application of coherent principles Confidentiality

EXTERNAL ADVERT: QUALITY ASSURANCE ADMIN_ KZN REGION

KEY PERFORMANCE RESPONSIBILITIES	:	<ul style="list-style-type: none"> • Assist with Quality Assurance functions with the KZN Regional Office; • Monitor and maintain the registration of Subject Matter Experts Assessors and Moderators; • Assist with quarterly compilation of SQMR data DHET (TVETs); • Assist with the processing of SSA payments • Provide administrative support regarding the processes of provider accreditation, Verification Reports and Processing of Learner SOR; • Assist with the validation of supporting documentation on the LMIS • Attend to all Quality Assurance queries from stakeholders and ensure that they are resolved within 72 hours of receipt/reported; • Maintain various statistical records for the SETA and maintain files. • Ensure maintenance filing of Quality Assurance correspondences; • Update files inserting current and relevant information and seek approval on the destruction of old or outdated correspondence/documentation. • Acknowledge enquiries, record and save information and correspondence in developed physical or electronic filing systems • Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions. • Support the office and carry out administrative and secretarial duties; • Co-ordinate meeting logistics; • Any other reasonable task as may be requested by Management; • Provide assistance to QA Regional Specialist during the audit period to ensure that all required documents from Auditors are collated in appropriate manner and submitted on time; • Attend to ad-hoc duties within the Quality Assurance Department • Assist with reception duties
CONTACT PERSON	:	<i>Sophie Tiro</i>
DATE CIRCULATED	:	<i>29 April 2021</i>
CLOSING DATE	:	<i>06 May 2021 at 16H30</i>
TEL NUMBER / E-MAIL	:	<i>011 403 1700 / sophiet@fpmseta.org.za</i>

NB: CVs should be forwarded to recruitment@fpmseta.org.za Please specify the position applied for. The FP&M SETA encourages suitably qualified historically disadvantaged individuals (HDIs) to apply. The SETA reserves the right to amend the advert and not to make an appointment. Should you not receive correspondence 8 weeks after closing date, please consider your application as unsuccessful.

*** Only candidates who meet the criterion need to apply and please attach your CV and certified copies of qualifications not older than 6 months.**