INSETA ROLE PROFILE – ETQA Administrator QA

1.	JOB TITLE	ETQA Administrator
2.	POST LEVEL	B Band
3.	DEPARTMENT	ETQA Division
4.	REPORTING LINE	ETQA Manager
5.	DIVISION	COO
6.	LOCATION / CENTRE	**Parktown**
7.	CONTRACT TYPE	**Fixed Term Contract – 12 Months**

PURPOSE OF THE JOB

Responsible to provide administrative support to the ETQA Division to ensure that all learner records and achievements are quality assured on the Learner Management Database according to laid down policies and procedures.

Key Performance Areas	Outputs
Quality Assurance of Learner Achievements and Records 50%	• Receive verification reports from Verifiers • Check for signature and completeness, and accuracy against Learner Management Database. • Check for number of learners enrolled for endorsement • Check learner profiles for Unit Standard correctness, ID docs to be uploaded and other leaner detail. • Once all information provided are correct as compared with NLRD for accurateness and compliance, QA status is confirmed on LMD • In the case of non-compliance, the SDP is addressed to rectify by providing missing information on the Database. • Provide SDP with 21 days to rectify. • Follow up on rectification and provide a new date for QA. • Once the new date requirements have been met, QA ids finalised. • In the event of repeated noncompliance process is repeated indefinitely.
Query resolution and problem solving with all Learners and SDP's and Employers 40%	• Receive queries from SDP and Learners via email, telephone calls and walk ins. • Resolve the queries which need not be escalated. • Escalate queries which are more complex to the Certification Specialist • Once feedback is received back from Specialist, replying response to learner or SDP is provided • Log specific issues on Logit database provider system. • Feedback from Logit addressed back to learner or SDP.
General Administration 10%	• Assist with planning and execution of External Integrated Summative Assessments • Support the implementation of occupational qualifications. • File and store departmental documentation in terms of the ETQA Policies and procedure for the SDP's in the portfolio. • Provide administrative support to the Department • Ad hoc venue bookings and minutes taking for ETQA Department • Ad hoc travel and accommodation arrangements may be required

REQUIRED QUALIFICATIONS AND EXPERIENCE	
Qualifications	**Experience**
Minimum Requirement: Grade 12 or equivalent NQF 5 level Qualification in Public Administration or related field	Minimum Requirement: 1-3 Years of Monitoring and Evaluation or related administrative experience.
Preferred Requirement: NQF 6 Qualification in Auditing/ Public Admin and Project Management qualification.	Preferred Requirement: The above experience in the Seta/Public Sector environment.

REQUIRED KNOWLEDGE AND SKILLS	
Knowledge	**Skills**
Minimum Requirement: Knowledge of sector regulation compliance Understanding of SETA Constitution	Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances.
Preferred Requirement: Regulation Compliance Understanding/knowledge of relevant South African legislation including PFMA	Preferred Requirement: High levels of stressful working conditions and working long hours.
ORGANISATIONAL STRUCTURE	

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│      ETQA       │
│     Manager     │
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│      ETQA       │
│  Administrator  │
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INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV and qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 19 August 2021

INSETA reserves the right not to make an appointment.
No late applications will be accepted