

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



External Vacancy

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

POSITION: Coordinator: Assessment Quality Partner

REFERENCE NUMBER: CATHS14/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C4

TCTC: R 457 041,47 per annum (All-inclusive package and not negotiable)

LOCATION: Head Office in Midrand

REPORTS TO: Unit Head: Education and Training Quality Assurance

JOB SUMMARY

To develop assessment instruments and manage the external summative assessment of specific occupational qualifications

Key Performance Areas and Responsibilities

- Implement strategic and annual performance plans for area of responsibility
- Align business activities with strategic and operational plans
- Providing information to providers regarding the accreditation and registration processes
- Conducting accreditation site visits and compiling accreditation reports
- Recommending providers for accreditation to Unit Head: ETQA and provide guidance and support
- Evaluating assessor and moderator registration applications
- Certificate learners

Advert: Coordinator - AQP

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Board chairperson: Mr David Themba Ndhlovu
Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela
Ms Lesiroha Lesutu • Ms Maureen Nzuza

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- Conduct provider monitoring in a developmental manner
- Conduct capacity building and information sharing
- Conduct and or facilitating verification amongst providers
- Monitor the development of new qualifications and latest development on the legacy and or current QCTO qualifications
- Assist Cathsseta to meet AQP requirements
- Implementation of recommendations from the stakeholders (e.g., Department of Higher Education and Training)
- Develop systems and processes for accreditation of Assessment Centres and registration of Assessment Sites
- Recommend de-accreditation of an Assessment Centre or a Skills Development Provider
- Develop assessment tools and instruments for each of the occupational qualifications AQP quality assures
- Develop and maintain a reliable and secure electronic database to record learner registration, assessment Implementation of recommendations from the stakeholders (e.g., Department of Higher Education and Training)
- Develop systems and processes for accreditation of Assessment Centres and registration of Assessment Sites
- Recommend de-accreditation of an Assessment Centre or a Skills Development Provider
- Develop assessment tools and instruments for each of the occupational qualifications AQP quality assures
- Develop and maintain a reliable and secure electronic database to record learner registration, assessment centres, external assessment applications and assessment data in a format prescribed by the QCTO
- Develop Recognition of Prior Learning (RPL) mechanisms
- Implement and monitor projects within area of responsibility
- Provide general administration in respect of training provider accreditation
- Ensure the Batho Pele principles through a caring, accessible and accountable service
- Perform any and all reasonable tasks given by Senior Management
- Give input into the development of the Business Unit's budget
- Work within the business unit budget
- Ensure financial viability thereby delivering a robust and accurate financial planning and a reporting system that incorporates a balanced budget, within the area of responsibility

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- Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs
- Implement and maintain of systems and policies; and optimize controls and processes.
- Enforce adherence to procedures by performing all activities according to Cathsseta's practices and standards
- Assist in the development of policies and procedures in the organisation and for the stakeholders by attending and participating in committees regularly
- Enforce compliance with the legislative and regulatory framework pertaining to ETQA, DQP and AQP processes
- Obtain a departmental Audit score equal to the other SETAs' average or better
- Ensure sound contract, administrative and governance services

Qualifications, Skills, Experience and Attributes

- A National Diploma in Human Resources and Development or equivalent is a minimum requirement
- A Certificate in Project Management is a must
- At least 2-3 years' experience in training and development, including AQP-related functions and relevant Sector Skills Development-related function
- 2-3 years' experience in the implementation and management of Quality Management Systems
- 2-3 years' experience in a SETA environment
- Driver's licence is required

Knowledge and Skills

- Sound knowledge of the SAQA and NQF Act, PFMA and Skills Development Act, AQP processes, SAQA framework and QCTO requirements
- Qualification development and accreditation
- Understanding the implementation of Learning Programmes
- Knowledge of project management
- Knowledge of accreditation, monitoring and evaluation methodology and techniques
- Knowledge of the sector and role players
- Knowledge and understanding of the implementation of Learning Programmes
- Knowledge of SETA Management system Report writing
- Stakeholder management and ability to apply Industry Requirements
- Validation and verification of training providers
- Willingness to travel

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Applications are to reach CATHSSETA by 16h00 on Tuesday, 26 July 2022. Any applications received thereafter will be not considered.

CATHSSETA is an equal opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarise themselves with the specific details of the positions they are applying for.


Applications must be accompanied by a **signed application form indicating the position you are applying for, and a detailed CV in a word format**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to LPrecruit@cathsseta.org.za

Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CATHSSETA reserves the right to subject shortlisted applicants to psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms N Xhalabile on 066 495 1014. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved

15/07/2022

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