

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 Job Advert

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: Specialist: Education and Training Quality Assurance

REFERENCE NUMBER: CATHS05/2023
DURATION: Fixed Term Contract until 31 March 2030
JOB GRADE: Patterson Grade D3
LOCATION: Midrand, Head Office
REPORTS TO: Executive Manager: Learning Programmes

Job Purpose

To effectively and efficiently manage the Learning Programme Quality Assurance system and ensure that skills development providers' accreditation, programme evaluation and assessments adhere to the CATHSSETA's Quality Management Systems and efficiency standards.

Key Performance Areas and Responsibilities

- Provide input into the development of the organisation's strategic and annual performance plans for the organisation;
- Ensure adherence to various pieces of legislation and macro policies;
- Ensure alignment of the Unit's activities with strategic and operational plans;
- Manage the process of issuing certificates and Statement of Results (SORs);
- Manage ETQA Coordinators on the Evaluation of assessor and moderator registration applications;
- Provide clear guidelines and ensure execution of professional Quality assurance regarding evaluations and verifications of skills development providers for accreditation;
- Guide the facilitation of desktop Learning Programme evaluations;
- Manage well-coordinated projects relating to learning programmes improvement and accreditation exercises, including site visits;
- Ensure compliance with ETQA Regulations and guide on the process of conducting provider monitoring in a developmental manner;
- Manage the development of new qualifications and the latest development on the legacy and or current QCTO qualifications;

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Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuzo • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- Ensure that CATHSSETA meets all ETQA and AQP requirements;
- Guide the development of systems and processes for the accreditation of Assessment Centres and registration of Assessment Sites;
- Provide leadership and guidelines on de-accreditation of an Assessment Centre or a Skills Development Provider;
- Lead the development of 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;
- Manage the development of Recognition of Prior Learning (RPL) mechanisms;
- Effective and efficient management of the human, financial and physical resources allocated to the Unit
- Identify risks and implement mitigating actions;
- Respond to audit reports, prepare and implement plans with clear corrective actions; and
- Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders) to help achieve organisational goals.

Educational Qualifications and Work Experience

- Matric plus bachelor's degree in business administration or equivalent and related qualification rated at NQF Level 7 by the South African Qualifications Authority
- A project management Certificate or related qualification
- Minimum of five (5) years experience in a similar position of which three (3) years was in a junior management position leading a team and managing a Unit;
- Good background in quality assurance and proven research experience;
- Drivers licence is required; and
- 2 to 3 years of experience in a SETA environment will be an added advantage.

Skills Required

- People management and development
- Budgeting;
- Interpersonal;
- Communication;
- Report writing;

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- Conceptual and analytical thinking;
- Innovation and initiative;
- Conflict handling;
- Negotiation;
- Project management; and
- Planning and organising.

Knowledge Required

- Legislative environment governing the CATHSSETA;
- Systems and processes that apply to the public sector environment;
- Financial management.
- Corporate governance;
- Transformational leadership; Development of ICT strategies and business solutions;
- Implementation of complex infrastructure and applicable projects; and
- Strategy development and implementation.

Personal Attributes

- Relationship building and partnership;
- Customer focus and loyalty;
- Quality concern and attention to detail;
- Ability to work under pressure and meet deadlines;
- Honesty and integrity;
- Reliable; and
- Respect.

Applications are to reach CATHSSETA by 16h00 on Tuesday, 25 July 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal-opportunity employer committed to the principles of Employment Equity. The applicants are responsible for familiarising 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).**

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Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to LPrecuit@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 a psychometric evaluation in accordance with its policies.

All shortlisted candidates will be expected to avail themselves of 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 011 217 0600. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved
[Signature] 08/07/2023