



Co-ordinator: ETQA Norms and Standards

Job Purpose: Develop and maintain adherence to norms and standards for provider accreditation, learning programmes delivery, as well as facilitation of learning programmes evaluation and accredited training provider monitoring in line with the requirements of the Skills Development Act.

Job Requirements: A three-year post matric qualification at NQF level 7 in Education, training and development or quality assurance or equivalent qualification in related fields; project management experience is compulsory; experience in a SETA environment will be an advantage.

Competency Requirements: The incumbent should demonstrate the following capabilities: commitment to stakeholder sensitivity, goal oriented, compliance driven, effective client relationships, problem solving and troubleshooting; good interpersonal skills, good communication skills, resilience.

Job Responsibilities: Develop norms and standards for accreditation, learning programme monitoring and verification; facilitate Learning Programme evaluations; conduct accreditation site visits and compile accreditation reports; recommend providers for accreditation to ETQA Manager; provide guidance and support; evaluate assessor and moderator registration applications; conduct and/or facilitate verification among constituent providers; monitor the development of new qualifications and latest development on the legacy and/or current QCTO qualifications; implement and maintain the Batho Pele principles through a caring, accessible and accountable service.

Please forward a detailed CV to **recruitment1@bloc-placements.com** or **recruitment3@bloc-placements.com** to reach CATHSSETA no later than Sunday 19th February 2017. Late applications will not be considered.

Note: Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.