



Co-ordinator: Qualifications Development

Job Purpose: To implement the Occupational Framework for Occupations (OFOs) within CATHSSETA.

Job Requirements: Relevant Degree or similar qualification at NQF Level 6, Project Management experience, previous experience in a SETA environment working with occupational classifications.

Competency Requirements: The incumbent should demonstrate the following capabilities Occupational analysis, Commitment to achieving goals, Building effective working relationships, Building effective client relationships, Adaptability and flexibility, High energy levels, Teamwork, Ability to interpret and compile management report, Communication and presentation skills

Job Responsibilities: Implement the Occupational Framework for Occupations (OFO) within the Seta in order to ensure that sector specific labour market needs are accurately defined and skills accurately defined: Deliver to the QCTO the following documents: occupational qualification document, curriculum document, including recommended criteria for the accreditation of skills development providers, external assessment specifications document, qualification development process report, Coordinate the Assessment specification development. Coordinate and facilitate the establishment of the AQP. Coordinate the development and maintenance of a national data-bank of instruments for external assessments. Register assessors and moderators for the external assessments. Record and upload learner external assessment applications and achievements to the QCTO. Recommend the certification of learners to the QCTO

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.