

JOB TITLE	:	Occupational Qualification Development Specialist
REFERENCE (Use this in your email subject line)	:	OQDS/JULY2024
DEPARTMENT		
	:	QUALITY ASSURANCE
TYPE OF CONTRACT		
	:	FULL - TME
TOTAL PACKAGE		
	:	AS PER APPROVED GRADE
LOCATION		
	:	DUNKELD WEST, JOHANNESBURG
CLOSING DATE		
	:	17 JULY 2024 at 16H30
PURPOSE		
	:	To facilitate the development and implementation of Occupational Qualifications, Learning Programmes including Learnerships and Skills Programmes, Courseware, and piloting of any other Learning interventions that supports skills development needs as identified with the Sub-sectors.
QUALIFICATIONS, EXPERIENCE, COMPETENCIES & SKILLS		
	:	<ul style="list-style-type: none"> • National Diploma in Public Administration, Business Administration, or equivalent • Certificate in Assessor, Moderation and Facilitation will be added advantage • Project Management will be an added advantage • Two (2) years' experience in administration preferably in the public sector • SETA experience is an added advantageous • Knowledge and understanding the application of SAQA, Skills Development Act PPPFA, PFMA and Treasury Regulations • Literacy in Microsoft Office Computer Packages • Interpersonal skills; • Strong communications skills; • Work in team-oriented environment; • Ability to work under pressure

		<ul style="list-style-type: none"> • Ability to travel • Flexibility and ability to work over time
BEHAVIOURAL DIMENSIONS REQUIRED	:	<ul style="list-style-type: none"> • Brand leadership • Positive influence capabilities • Independence • Precision • Cognitive application of coherent principles • Confidentiality
KEY PERFORMANCE RESPONSIBILITIES		<ul style="list-style-type: none"> • Attend to QCTO Meetings and Facilitate Qualifications Development Processes and provide Reports. • Quarterly Compilation of APP data (TVETs and CETs). • Management of ETDP SETA Programmes. • Ensure Payment of NLRD as per SLA signed with SAQA. • Ensure proper administration of Qualifications Development (QP and QCTO) activities. • Attend all Qualifications Development queries from stakeholders and ensure that they are resolved within 72 hours of receipt / reported. • Maintain statistical record for the SETAs Qualifications Development Programmes. • Acknowledge enquiries, record and save information and correspondence in developed physical or electronic filing systems. • Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions. • Support the office and carry out administrative and secretarial duties. • Co-ordinate meetings logistics. • Provide assistance to Line Manager during the audit period to ensure that all required documents form Auditors are collated in appropriate manner and submitted on time. • Attend to ad-hoc duties within the Quality Assurance Department. • Assist with reception duties • Provide administrative support regarding the processes of SDPs accreditation and Assessment centres. • Assist assessors and moderators with Occupational Qualifications application process.

		<ul style="list-style-type: none"> • Take minutes for qualifications development, QCTO, Subsectors and other meetings as required. • Prepare payments for SSAs and Qualification Development and follow-up with stakeholders on outstanding documents as per the agreement. • Attend regular meetings on QAS Addendums and ensure that they are reviewed before submission to QCTO and communicate with the developer on outstanding information. • Maintain and update learner system on Occupations Qualifications, Part-qualifications and skills programmes. • Provide assistance with EISA, submission of results and making follow-ups with QCTO on learner certification. • Assist with QCTO quarterly reports and ensure approval before submission. • Assist management with the drafting of Memos, QAC reports, and policies. • Work on other projects and initiatives, as required • General office administration.
CONTACT PERSON	:	<i>PK NAICKER</i>
DATE CIRCULATED	:	<i>11 July 2024</i>
CLOSING DATE	:	<i>17 July 2024 at 16H30</i>
TEL NUMBER / E-MAIL	:	<i>031 702 4482</i>

NB: CVs should be forwarded to recruitment@fpmseta.org.za. **Please specify the position reference number OQDS/JULY2024 in the subject line.** The FP&M SETA encourages suitably qualified historically disadvantaged individuals (HDIs) to apply. The SETA reserves the right to amend the advert and not to make an appointment. Should you not receive correspondence from us 8 weeks after closing date, please consider your application as unsuccessful. Only Shortlisted candidates will be contacted.

Please note that any personal information submitted to FP&M SETA will be processed within the scope of your application and, if your application is successful, for the performance of your subsequent employee relationship. Your personal information will be processed as per the requirements of the Protection of Personal Information Act, No 4 of 2013. Although submission of your personal information is solely at your discretion, we will unfortunately not be able to consider your application if we are not furnished with the required information or records

Only candidates who meet the criterion need to apply and please attach your CV and certified copies of ID and Qualifications not older than 6 months.