

**INTERNAL VACANCY**

<b>JOB TITLE</b>	:	Quality Assurance Specialist (KZN Region)
<b>REFERENCE NUMBER</b>	:	QAS_ KZN – APR26
<b>DEPARTMENT</b>	:	Operations
<b>DIVISION</b>	:	Quality Assurance (KZN Region)
<b>TYPE OF CONTRACT</b>		<b>Full-Time in line with the SETA</b>
<b>LOCATION</b>	:	101 BDO House, 7 Derby Downs Office Park, Westville, Durban
<b>JOB PURPOSE</b>	:	To co-ordinate, implement and maintain Quality Assurance internal processes to capacitate, accredit, monitor and support constituent training providers and employers to provide training and promote skills development in line with the relevant statutory requirements.
<b>EDUCATION, WORK EXPERIENCE AND/OR CERTIFICATES</b>	:	<ul style="list-style-type: none"> <li>• 3-year Degree/ Diploma in ETD, HRD or equivalent qualification;</li> <li>• Must have an Assessor and Moderator's;</li> <li>• Project Management qualification will be an added advantage;</li> <li>• 3 years relevant experience in a SETA environment;</li> <li>• Computer Literacy in Microsoft Office Software Packages;</li> <li>• Understanding of relevant legislation such as SDA, SAQA Act, QCTO and PFMA;</li> <li>• Understanding the core objectives of National Skills Development Strategy III</li> </ul>
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	:	<ul style="list-style-type: none"> <li>• Interpersonal skills;</li> <li>• Strong communication skills;</li> <li>• Good Report Writing skills;</li> <li>• Work in team-oriented environment;</li> <li>• Ability to work under pressure/ weekends; and</li> <li>• Willingness to travel and have their own vehicle</li> <li>• Ability to work well under pressure with high level of drive</li> <li>• Ability to work irregular hours and adapt to changing schedules</li> </ul>
<b>BEHAVIUIORAL TRAITS</b>		<ul style="list-style-type: none"> <li>• Brand leadership</li> <li>• Positive influence capabilities</li> <li>• Independence</li> <li>• Precision</li> <li>• Cognitive application of coherent principles</li> <li>• Confidentiality</li> </ul>

<b>KEY PERFORMANCE RESPONSIBILITIES</b>	:	<ul style="list-style-type: none"> <li>• Participate in the preparation of the Quality Assurance departmental business plans, operational plans and budgets</li> <li>• Review and make recommendations on quality assurance processes, policies and procedures;</li> <li>• Organise and implement activities related to providers (e.g. accreditation, learning programmes approval, learner achievement and certification, registration and certification of assessors and moderators</li> <li>• Verify information uploaded on the SAQA National Learner Record Database</li> <li>• Compile reports on the Quality Assurance achievements for relevant stakeholders;</li> <li>• Co-ordinate and facilitate meetings for the Quality Assurance Learning Committee</li> <li>• Maintain the Quality Assurance Quality Management System</li> <li>• Maintain and update the MIS Quality Assurance modules</li> <li>• Perform Verifications</li> <li>• Perform accreditation process</li> <li>• Prepare SQMR submission</li> <li>• Prepare the site visits accreditation and Verification</li> <li>• Verify Learner agreements for submission</li> <li>• Submit required reports by Learning Programme &amp; OQD Manager and Senior Management as required</li> <li>• Perform all duties as required in the QA and Learning Programmes unit</li> <li>• Resolve stakeholders queries in relation to the QA and Learning Programmes</li> <li>• Attend to general administration</li> </ul>
<b>CONTACT PERSON</b>	:	<i>Sophie Tiro</i>
<b>DATE CIRCULATED</b>	:	<i>21 April 2026</i>
<b>CLOSING DATE</b>	:	<i>30 April 2026</i>
<b>TEL NUMBER / E-MAIL</b>	:	<i>011 403 1700</i>

**NB:** CV's should be forwarded to [recruitment@fpmseta.org.za](mailto:recruitment@fpmseta.org.za)

**Please specify the position applied for and reference number in the subject line.** The FP&M SETA encourages suitably qualified historically disadvantaged individuals (HDIs) to apply.

**Disclaimer:**

The SETA reserves the right to amend the advert and not to make an appointment. Should you not receive correspondence 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 qualifications not older than 6 months.**