

FP&M SETA VACANCY

JOB TITLE	:	Provider Accreditation Manager
REFERENCE NUMBER	:	PA_MANAGER/JUL2026
DEPARTMENT	:	Operations
DIVISION	:	Quality Assurance
TYPE OF CONTRACT		Full-Time
LOCATION	:	8 Summit Road, Thynk Park, 1 st Floor, Dunkeld West, Randburg, JHB
JOB PURPOSE	:	The Provider Accreditation Manager is strategically accountable for leading, governing, and maintaining the organization's regulatory compliance portfolios, institutional certifications, and quality assurance frameworks. The incumbent serves as the primary, authoritative operational link between the enterprise and external regulatory or statutory bodies, ensuring that all organizational processes, educational programs, and associated provider facilities permanently remain in an audit-ready state and strictly comply with national quality benchmarks.
EDUCATION, WORK EXPERIENCE AND/OR CERTIFICATES	:	• 3-year Degree/ Advanced Diploma in ETD, HRD or equivalent qualification (NQF Level 7); • Project Management essential • Financial Management Qualification will be an added advantage • Literacy in Microsoft Office Software Packages; • 3 years' relevant experience; • Understanding of relevant legislation such as SDA, SAQA Act and PFMA.
KNOWLEDGE, SKILLS AND ABILITIES	:	• Strong financial acumen • Interpersonal skills; • Audit background; • Strong communication skills; • Writing skills; and • Work in team-oriented environment
BEHAVIURAL TRAITS		• Brand leadership • Positive influence capabilities • Independence • Precision • Cognitive application of coherent principles
		• Confidentiality

Thynk Park, 1st Floor, 8 Summit Road,
Dunkeld West, Randburg,
Johannesburg, 2196
PO Box 31276, Braamfontein, 2017
Tel: 011-403 1700; Fax: 011-403 1718

Office 1001, BDO House,
7 Derby Downs Office Park,
Westville - Durban,
PO Box 935, Pinetown, 3600
Tel: 031-702 4482; Fax: 031-7024113

3rd floor, West Wing, Palm Centre,
145 Sir Lowry Road,
Woodstock, Cape Town
PO Box 351, Woodstock, 7915
Tel: 021-462 0057; Fax 021-462 0039

KEY PERFORMANCE RESPONSIBILITIES	:	Framework & Compliance Architecture - Aligning internal policies directly with external regulatory criteria. - Identifying operational gaps that threaten certification status. - Writing, updating, and distributing mandatory compliance documentation. - Tracking legislative changes to update company processes proactively. Audit & Evaluation Readiness - Conducting mock audits and self-evaluations regularly. - Building secure, audit-ready repositories of operational data. - Hosting external evaluation panels and regulatory auditors. - Designing remediation strategies for identified non-conformances Data Governance & Reporting - Managing compliance software to track operational metrics. - Verifying staff qualifications meet mandated industry benchmarks. - Compiling and filing complex annual reports to boards. - Ensuring all performance metrics are accurate and verifiable. Stakeholder & Culture Integration - Serving as the primary contact for external accrediting bodies. - Train internal teams on compliance duties and standards. - Partnering with other Managers to embed quality workflows. - Driving organizational alignment during major framework updates
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CONTACT PERSON	:	Sophie Tiro
DATE CIRCULATED	:	24 July 2026
CLOSING DATE	:	31 July 2026 at 16H30
TEL NUMBER / E-MAIL	:	011 403 1700

NB: CV's should be forwarded to 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.**