

## **MANAGER: EDUCATION TRAINING AND QUALITY ASSURANCE - TASEZ TRAINING ACADEMY DIVISION**

**PURPOSE OF THE JOB** To manage the development of qualifications and accreditation frameworks and strategy in consultation with the General Manager. Ensure the establishment, maintenance, and improvement of Standard Operating Procedures, policies, and guidelines relating to the Qualifications and Accreditation. Development and implementation of strategies relating to ETQA for the automotive sector. Manage accreditation and monitoring of Skills Development Providers, registration of assessors and moderators, external moderation of assessment results, and certification of learners.

### **KEY RESPONSIBILITIES**

**Management of ETD Quality Management System:** Develop ETD QMS policies and procedures to support specific programs and projects; Manage mentorship and performance supervision for learners on experiential learning; Manage experienced and registered facilitators, assessors, and moderators; Manage due diligence services aligned to SETA grants; Manage ETQA services including External Moderations & Monitoring visits to SDPs; Develop relevant processes and procedures to align with ETQA regulatory requirements; Monitor and ensure implementation of ETD QMS for all TASEZ Training Academy projects and programs; Ensure internal and external facilitator, assessor and moderator resources are available and operate in line with approved QMS processes; Assist in the preparation of relevant ISO documents to ensure receipt of ISO 9001 certification and compliance thereof; Perform quality assessments of training programs to ensure quality and compliance with quality standards; Ensure monitoring and evaluation of the performance of accredited training providers against processes, procedures, and activities; Ensure compliance with all relevant SETA regulatory compliance frameworks. **ETQA Oversight:** Manage the ETQA unit and staff; Provide input into the preparation of the TASEZ Training Academy operational plan; Manage the ETQA budget and resources; Develop and manage the ETQA business policies and processes; Manage and implement the ETQA action plan and activities; Identify and implement continuous business process improvement initiatives; Expedite all materials development approvals with relevant statutory bodies; Ensure curriculum (design, content, and learning materials) is aligned to the unit standards and/or qualifications. **Accreditation Management:** Uphold accreditation of the TASEZ Training Academy; Facilitate TASEZ Training Academy accreditation in line with ETQA regulations; Manage all requirements related to accreditation of the TASEZ Training Academy; Prepare for any internal and external SETA and DHET audits; Manage relationships with accreditation bodies; Communicate new requirements to the General Manager; Manage outputs of the MOU between ETQA bodies. **Service Provider Management:** Set the minimum standards for the identification and selection of potential

service providers; Play an active part in the identification and selection process; Verify potential service providers that meet the required standards and have the required certifications; Build and maintain a database of suitable ad-hoc material developers and subject matter experts. **Reporting:** Prepare or contribute to all relevant reporting, including quality assurance, performance and compliance, program content review, certifications, etc; Provide input for Management reporting, quarterly reports, board submissions, and statutory reporting; Document the findings of internal quality audits, including identified issues, root cause analyses, and recommended actions. **Stakeholder Management:** Maintain In partnership with the Project Manager, facilitate stakeholder workshops and information sessions in respect of TASEZ activities; Contribute to stakeholder communications across all media; Represent and promote TASEZ Training Academy objectives at relevant committees, stakeholder workshops and forums, legislative structures, etc.

**COMPETENCIES/KNOWLEDGE**

- Deep Sound knowledge of institutional accreditation of Skills Development Providers.
- Experience in managing learning programs aligned to historical qualifications
- Registration of constituent assessors and moderators
- Quality Assurance of Learner Achievements
- Certification of learners; and
- Monitoring of constituent Skills Development Providers.
- Skills Development Act
- Knowledge of Skills Development Landscape
- Finance Management
- Understanding Policies and Procedures
- Understanding of Quality Management Systems and Tertiary Institutions
- SETA processes
- Assessment
- Moderation
- Management
- Curriculum and Material Development
- Plan, Organise, Lead, Control (TASEZ TRAINING ACADEMY)
- Business Acumen
- Knowledge on governance
- Curriculum Relations Management

**QUALIFICATIONS**

- Degree in ETD Education, Quality Assurance, HRD, or Project Management.
- Relevant postgraduate qualification/certificate and experience in a SETA environment would be an advantage

TASEZ Letterhead	<b>Page 2 of 4</b>
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	

- Project management experience in a Training and Development /academia environment is compulsory
- Occupationally Directed Education Training Development Practitioner Qualification at NQF Level 5/6 will be an added advantage
- Assessor and Moderator Certifications will be an added advantage.

## REQUIRED SKILLS

Analytical skills	Interpersonal skills
Negotiation	Coaching/Mentoring
Presentation skills	Monitoring & evaluation
Business report writing	Facilitation
Problem-solving	Decision making

## ATTRIBUTES

- Problem-solving
- Critical thinking
- Attention to detail
- Communication
- Collaboration
- Conflict resolution
- Integrity

## WORK EXPERIENCE

- A minimum of 5 to 8 years' experience in Learning Development of which 3-5 years must have been in a middle management position.
- Proven experience in leading and directing teams in a Training/Learning environment.
- Advanced computer skills in MS Office packages including Learner Management Systems or related systems.
- Experience in developing and implementing key processes and proven/demonstrated ability in implementing the project's operational processes.
- Sound knowledge of basic financial management which includes a good understanding of and experience in budget and expenditure management with the ability to accurately account.
- The incumbent must have a good understanding and knowledge of skills development legislation, including the Skills Development Act (SDA), Skills Development Levies Act (SDLA), South African Qualifications Authority Act (SAQA Act), Public Finance Management Act (PFMA), Organisational Framework for Occupations Codes, Quality Council for Trades and Occupations (QCTO), Trade Specific Training Programmes, etc.
- Leadership experience in the supervision of ETQA operations and dealings of a complex and contentious nature in the ETQA context

TASEZ Letterhead	<b>Page 3 of 4</b>
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	

## APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three (3) Contactable References to [recruitment@tasez.co.za](mailto:recruitment@tasez.co.za)

**CLOSING DATE:** The closing date for applications **22 October 2024**. Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.

TASEZ Letterhead	<b>Page 4 of 4</b>
Doc No: TAS-CMC-LET001	
Revision No: 01	
Next Review Date: August 2024	