

EMPLOYMENT OPPORTUNITIES



The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSQMSPEC062022
Job Title:	Specialist: Quality Management
Job Band:	C
Reporting Line:	Manager: Quality Management
Full-time/Part-time/Contract:	Permanent
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 538 944,72 to R 682 663,32 CTC per annum.

The purpose of the role:

The Quality Management Specialist will be required to assist the manager with the specified range of statutory Education and Training Quality Assurance Functions.

Main Responsibilities:

- Maintain and update a quality management database as required by QCTO and SAQA
- Develop and maintain processes to measure and record provider performance against established standards
- Develop and maintain an quarterly schedule of monitoring and audit visits to all constituent providers as well as other QA functions that must take place
- Monitor & audit external provider performance according to agreed standards and take necessary action to communicate, advise and assist providers according to BANKSETA policy standards
- Issue correspondence (letters, e-mails) relating to the BANKSETA Quality Management Function
- Write and submit reports
- Courtesy visits to BANKSETA stakeholders including other SETAs, Banking and Microfinance Sector learners, Various Professional Institutions, Tertiary Institutions and Accredited training Providers as well as the broader public who seek skills development information.
- Assist with follow-up correspondence and queries with employers and interested stakeholders
- Contribution to the BANKSETA newsletter and related media on the progress of sector-related issues
- Promote BANKSETA quality management in the broader banking and microfinance sector
- Adhere to the BANKSETA's Supply Chain Management (SCM) Policy and procure service providers and manage service delivery for functions related to the Quality Assurance Function
- Comply to DHET and National Treasury Reporting Processes

- Maintain the BANKSETA website with current information and statistics on matters related to the Quality Management Function
- Review and/or Develop Processes and procedures for the department in conjunction with the manager
- Identify new areas for sector research that will enhance BANKSETA skills development quality management delivery
- Complete reports and attend meetings related to the Quality Council Trades and Occupations (QCTO)

Competencies

- Ability to work under pressure and prioritize tasks
- The aptitude to work with people at various levels and the ability to interact with difficult clients
- Ability to function as part of a team, but primarily to work without supervision and to be self-motivated
- Strong planning and organizational skills
- Problem-solving skills
- An interest and enthusiasm for skills development in the financial sector
- Prior exposure to the banking and microfinance environment
- Financial and budget calculation skills

Knowledge and Skills Required

- The QA Specialist requires the equivalent of a Bachelor's degree or post-graduate qualification with a focus in these areas:
 - Excellent oral and written communication skills in English
 - Office administration experience, with a focus on planning and executing logistical assignments according to strict timelines
 - Have an understanding of Occupational qualifications versus Legacy qualifications.
 - Have worked on a Learner Management System.

Minimum Requirements

- Bachelor's Degree or similar in Educational methodology and/or in human resources development and/or in workplace training and development
- Minimum 3 years' experience in Quality Assurance of education and training field
- Excellent knowledge, understanding and practical application of relevant legislation, particularly the Skills Act and the NQF Act
- Experience in the assessment and moderation of training
- Experience in the accreditation and quality management of training provision
- Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer as well as the ability to learn the BANKSETA's internet based internal data capturing system)
- Full, clean driving license and own reliable transport is essential

- Be a registered assessor and moderator with ETDP SETA for the assessment and moderation unit standard
- Be very knowledgeable of QCTO Processes and requirements

Closing date for applications: **08 July 2022 at 16h30**

Please direct all applications to qmspecialist@bankseta.org.za

Please use the reference number of this advert (BSQMSPEC062022) when applying.

Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White and coloured males/females are encouraged to apply.