

INSETA Career Opportunity

3 LEARNING RECORD SPECIALISTS

3 MONTHS FIXED TERM CONTRACT

REPORTING TO: QUALITY ASSURANCE MANAGER

The Insurance Sector Education and Training Authority (INSETA) has a vacancy for **three LEARNING RECORD SPECIALISTS**. This position is INSETA-Office bound for **three months only**.

1. PRIMARY PURPOSE OF THE JOB

The purpose of this position is to facilitate the certification of learners that were left by Skills Development Providers who closed their businesses before completing all learning activities, like Assessments and Moderation (Internal and External).

2. KEY PERFORMANCE AREAS (KPA)

To coordinate and manage activities that will lead to certification of learner for various legacy qualifications that are quality-assured by INSETA. These activities include:

- Checking and loading learner information on the
- Approval of learner credits
- Communicate with certification Specialist regarding required moderations
- Document management
- Monthly reporting on the progress made

3. QUALIFICATIONS AND EXPERIENCE

- Minimum - NQF level 6 Qualification in Education and Training
- Minimum 5 years' experience of working in the education and training
- Minimum - 4 years' experience in working in the ETQA, with knowledge and experience in working with qualifications and associated regulations, assessment processes and procedure and quality auditing procedures
- Experience in working on learner record databases will be an added advantage
- Minimum - Exposure to working with SAQA Policies relating to assessment of learning

4. SKILLS/COMPETENCIES AND KNOWLEDGE

- Exceptional interpersonal skills which will include expertise in both written and verbal communication, e.g. report writing skills
- Strong facilitation skills and conflict management
- Ability to interpret, give input into and implement policies and procedures
- Ability to think innovatively and creatively.
- Ability to work in a team-oriented environment, yet independently and perform under pressure.

Please forward your application supported by a Motivation Letter and CV to vacancies@ineta.org.za with the position you are applying for clearly stated.

Closing date: 20 September 2018

INSETA reserves the right not to make an appointment.

No late applications will be accepted.