**ROLE PROFILE: ETQA Manager**

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| **JOB IDENTIFICATION** | | | |
| Job Title: | | ETQA Manager | |
| Department: | | ETQA | |
| Date Reviewed: | | 1 MARCH 2015 | |
| Location: | | INSETA Head Office, Parktown, Johannesburg | |
| Reporting Line: | | Supervisor - Chief Executive Officer | |
| Subordinates: | | Update per organogram | |
| Important Contacts: | | Internal: All up to board level  External: ETDP stakeholders / learners / SAQA / DHET | |
| Full-time/Part-time/Contract: | | Two years fixed term contract | |
| **PURPOSE OF THE JOB** | | | |
| Manage the INSETA ETQA function to achieve quality learning delivery by constituent learning providers in the insurance sector, and towards achievement of unit standards and /or qualifications under the jurisdiction of INSETA. | | | |
| **MAIN ACCOUNTABILITIES** | | | |
| Responsibility: | **Staff Management** | | **TIME SPLIT** |
| Manage ETQA internal and external staff in respect of:   * HR related issues and performance management * On the job and performance related training and development * Planning of departmental workload, infrastructure and allocation of duties * Ensuring delivery as per INSETA and ETQA business plan | | | |
| Responsibility: | **Financial Management** | | **TIME SPLIT** |
| * Planning and management of ETQA budget * Preparation and submission of management reports * Attendance and representation of ETQA at Committee and board levels * Ensure that the ETQA division adheres to budget and related compliance | | | |
| Responsibility: | **Operational Management** | | **TIME SPLIT** |
| Manage the ETQA function in respect of:   * Design, development and review of ETQA policies and procedures * Accreditation of learning providers * Quality assurance of learning delivery in the sector * Monitoring and auditing of accredited providers * Verification and certification of learner achievements * Registration of constituent assessors and moderators * The ETQA quality management system (QMS) * Oversee the development and ongoing review of sectoral qualifications on the NQF and /or QCTO * Management of the INSETA learner management system and uploads to the NLRD towards SAQA compliance * Ensuring compliance with SAQA regulations and INSETA audit requirements * Representing the ETQA at relevant forums * Attendance at all INSETA management meetings * Convene and co-ordinate ETQA committee meetings | | | |
| Responsibility: | **Communication and advocacy of the ETQA function** | | **TIME SPLIT** |
| * Facilitate stakeholder workshops and information sessions in respect of ETQA activities * Manage stakeholder communications through the website and media publications * Promote the objectives of the NQF through the ETQA function * Represent and promote ETQA objectives at relevant committees, stakeholder workshops and forums, legislative structures etc. * Advise the INSETA council and CEO on matters related to the ETQA function | | | |
| Responsibility: | **Project Management** | | **TIME SPLIT** |
| * Manage delivery of projects that fall under the jurisdiction of the ETQA function * Provide strategic leadership to achieve project deliverables in consideration of inter-dependences with other imperatives, such as learnerships and FAIS functions * Procure relevant resources and provide leadership in ETQA-related project delivery * Membership of relevant project committees and meetings towards achievement of project objectives * Participation as panel member in tender evaluation committees to evaluate tender submissions for INSETA projects * Prudent management of all project-related expenditure in line with INSETA’s financial policies and procedures * Supervise and approve project activities and payments to service providers | | | |
| **REQUIRED QUALIFICATION** | | | |
| * Post-matric qualification / NQF Level 6 | | | |
| **REQUIRED EXPERIENCE** | | | |
| * Minimum of 8 years’ experience in quality assurance of NQF-based education and training * Strong Education and training experience. * Leadership experience in the supervision of ETQA operations and in dealings of a complex and contentious nature in the ETQA context | | | |
| **OTHER SPECIAL REQUIREMENTS** | | | |
| In-depth knowledge and experience of legislation affecting the SETA, policies and procedures relating to outcomes-based education and training, SAQA regulations and regulations and structures relating to the new Skills Development Act as promulgated in November 2008. | | | |
| **REQUIRED COMPETENCIES** | | | |
| Critical Competencies: | | * IT strong * Financial management * Audit abilities * Project management | |
| **REQUIRED KNOWLEDGE AND SKILLS** | | | |
| Essential: | | * Legislation as above * E&T principles and practice | |

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV and attach copies of qualifications and drivers license to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 15 December 2019.

**N.B This is a Two years fixed term contract.**

INSETA reserves the right not to make an appointment.

No late applications will be accepted