



AgriSETA was established as the Sector Education and Training Authority for the economic sub-sectors that include primary and secondary agriculture. The following position has become available at their office in **ARCADIA, PRETORIA**:

ADMINISTRATION ASSISTANT QUALITY CONTROL - ACCREDITATION

REF ETQA002

Purpose: To administer the process of provider accreditation and build capacity.

Role Context: A good understanding of the accreditation process and activities and the ETQA environment is essential for this position.

Key Performance Areas:

- Respond to queries from service providers regarding accreditation process and related documentation.
- Record keeping of learner certificates and filling
- Keep a record of all enquiries received.
- Change status of newly accredited service providers on the database.
- Check and verify details before printing accreditation certificates.
- Fax and post accreditation certificates.
- Update database with any changes to existing service provider information.
- Maintain learner database – change status on system and submit information to Monitoring.
- Arrange and attend departmental meetings
- Arrange for provider capacity building workshops.
- Assist with arranging workshops for Moderators/Assessors/Verifiers.

Requirements: Post matric qualification
3 years experience in office administration

Competencies:

- Communication
- Professionalism
- Computer literate

Grading: Peromnes Level P12

Employment Period: Contract until 31 March 2010

An updated CV (excluding certificates) should be sent to: Fanny Phetla at Fanny@agriseta.co.za before the close of business on 30 January 2009. Please indicate your current and required salary. If you have not received a response within 4 weeks after the closing date, please assume that your application was unsuccessful.

This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. AgriSeta is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.