



**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**:

## **QUALITY CONTROL CO-ORDINATOR - MONITORING – REF ETQA001**

**JOB PURPOSE:** To monitor the quality of training provided by accredited providers.

### **KEY PERFORMANCE AREAS:**

- ❖ Monitoring of:
  - Training provided by accredited training providers by site visits and by putting in place the tools and criteria to be used to maintain the quality of training provided.
  - Monitoring and maintaining the database of registered assessors, moderators and verifiers e.g. checking when registration expires and making the necessary amendments
  - Monitoring internal document flow, processes and procedures in the ETQA function
- ❖ Check and verify portfolio of evidence;
- ❖ Check the validity of registration status of assessors, moderators and verifiers
- ❖ Provide support to the department by monitoring any changes in qualifications and unit standards to ensure that training at AgriSeta meets and is in line with national training needs.
- ❖ Identify gaps and make developmental recommendations e.g capacity building
- ❖ Advise and develop a joint implementation plan with providers regarding gaps on QMS and learning material.
- ❖ Recommend certification of learners
- ❖ Participate with the development of ETQA policies and procedures
- ❖ Check and verify assessment records prior to final payment: verifying learner numbers, drop-out numbers, and validity of assessments

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- \* NQF5 or equivalent
- \* quality assurance related training
- \* 3 Years experience in training and development

### **REQUIRED COMPETENCIES**

- \* Sound knowledge of MS Word and Excel.
- \* Well Organised.
- \* Good Report writing skills
- \* Monitoring processes and procedures
  
- \* Knowledge of all applicable Acts

**Grading:** Peromnes Level 10

**Employment Period:** Contract until 31 March 2010

An updated CV (excluding certificates) should be sent to: Annetjie Labuscagne at [Annetjie@agriseta.co.za](mailto:Annetjie@agriseta.co.za) before the close of business on 6 March 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.