

ETQA Administrator

Remuneration:	R12000 - R15000 per month
Location:	George
Reference:	#CAW005539/CH
Company:	SydSen Recruit

Become a part of our clients vibrant team as an ETQA administrator and contribute to the enhancement of education and training standards!

Responsibilities:

- Meeting coordination: Secure meetings for management.
- SETAs/QCTO/CHE liaison: Communicate with ETQAs regarding scope extension and ensure compliance. Participate in site visits for verification.
- Administrative tasks: Enroll learners on ETQA LMIS, upload learner achievements, and maintain updated records. Manage certification processes, liaise with assessors and moderators, and assist with Portfolio of Evidence (PoE) and quality assurance.
- General duties: Handle administrative tasks, assist with calls and queries, and develop policies and procedures to ensure regulatory compliance in education and training.
- Quality assurance: Implement quality assurance systems, monitor training compliance, conduct audits and assessments, and provide guidance on regulatory requirements.
- Stakeholder communication: Liaise with government departments and stakeholders, conduct research, and make recommendations for improvement.
- Problem solving: Identify and solve issues related to learner progress and compliance.
- Project management: Coordinate training interventions and report on progress.
- Skills: Proficiency in business English, attention to detail, computer literacy, and familiarity with office applications.
- Processes: Administer and support process flows effectively.

Requirements:

- Business administration qualification (NQF Level 6 or higher)
- ODETDP certification advantageous
- Assessor and moderator qualifications (non-subject-specific)
- Strong administrative and organisational skills
- Excellent communication abilities
- Proven ability to multitask and prioritise
- Proficiency in Microsoft Office suite
- Detail-oriented and solution-driven mindset
- Ability to adapt to change and work with professionalism and ethics
- Experience in coordinating and managing training interventions

Please note only candidates with the required experience will be contacted and considered. If you are not contacted within 14 days, kindly consider your application unsuccessful.

Apply now!

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