



LGSETA

CREATING GREATER IMPACT

The Local Government SETA (LGSETA) was established in terms of the Skills Development Act No. 97 of 1998 and is responsible for skills development within the Local Government sector. The SETAs were relicensed by the Minister of Higher Education and Training extending their licence period to 31 March 2020. Accordingly, employment with the LGSETA is determined for a fixed period and aligned to the SETA licence term.

ADMINISTRATOR: CERTIFICATION – EDUCATION, TRAINING AND QUALITY ASSURANCE (1 POST): Ref no ETQA/001

The successful candidate will be responsible for the management of databases of providers, assessors, moderators and learners. They will provide administrative support to the ETQA with regard to the certification of qualifications falling within the LGSETA primary focus.

Job Requirements: Minimum: A degree or National Diploma in Information Science / Management. Advanced working knowledge of Excel and Access. Advanced computer literacy skills. 2 to 3 years' experience in database administration, certification, quality assurance and stakeholder relations within the SETA ETQA environment.

Key performance areas: Manage and continuously update databases of providers, assessors, moderators and learners. Process learners' enrolments and learner achievements for learners in LGSETA primary focus. Compile endorsement letters for providers that have had successful verification audits. Issue competency certificates for learners that have been declared competent against full qualifications. Print and issue statement of results for learners declared competent against unit standards. Manage holograms. Prepare ETQA documents required for internal and external audits. Ensure provider understand and comply with LGSETA certification policies and procedures. Verification of qualifications issued by the LGSETA

Interested applicants are invited to send their applications to the following e-mail: careers@lgseta.org.za **attention: Mr Nhlanhla Mpembe.** The submitted application/s should consist of a covering letter & Curriculum Vitae (CV) with contactable referee details, and should clearly state the job title and its reference number.

THE CLOSING DATE: 22 December 2017.

NB: The LGSETA reserves the right not to make any appointment, and should you not receive any correspondence from us by end October 2017, please consider your application as unsuccessful.

*** Only candidates meeting the minimum job requirements need apply.**