



**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: ETQA – (1 POST)**

**Ref no.: ADMINETQA/001**

**Position Location: Bedfordview, Gauteng.**

The person will be responsible for providing administrative support to the Education and Training Quality Assurance (ETQA) team with regards to assessors, moderators and certifications as well as handling the Management Information System.

**Job Requirements:** Matric/Senior Certificate or equivalent qualification (NQF Level 4) • National Certificate in Administration or equivalent (NQF Level 5) • 3 year B-degree or equivalent in HR or Quality Assurance (NQF Level 7) would be an added advantage • Minimum of 2 years administration experience in a SETA environment, preferably in an Education and Training Quality Assurance environment.

**Key Performance Areas:** Preparation of all ETQA documentation required for internal and external audits • Preparing submissions and tracking of payments through updating of the Management Information System to ensure no payments are made erroneously • Provide support to LGSETA stakeholders • Receiving, recording, distributing and tracking of all incoming and outgoing correspondence/ submissions to improve response time of stakeholder correspondence • Assist the ETQA Team with tracking and monitoring tasks related to provider adherence to all accreditation requirements • Maintenance of provider details on the Management Information System to ensure accurate provider details for communication and record keeping purposes • Manage and organize all administrative and logistical arrangements for the ETQA unit according to LGSETA standards • Provide logistical support to meetings by booking venues, arranging catering and travel for the ETQA Team • Accurately file all ETQA documents in accordance to LGSETA standards.

Interested applicants are invited to send their applications to the following e-mail: [careers@lgseta.org.za](mailto:careers@lgseta.org.za) **attention: Mr Odwa Chabula.** 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: 26 November 2018.**

**NB:** The LGSETA reserves the right not to make any appointment, and should you not receive any correspondence from us by end November 2018, please consider your application as unsuccessful.

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