



Specialist: ETQA

Ref No. RTMC/ETQA/S/2021

Package: Negotiable

Purpose: The incumbent in this role is responsible for the ensuring that training colleges, training material and the training process is quality assured based on approved standards. The incumbent is also responsible for the development and quality assurance of assessments and assessment instruments.

Requirements: Matric •National Diploma in a relevant discipline or equivalent (NQF Level 6) •Bachelor's degree in a relevant discipline (Advantageous) •4-6 years' relevant curriculum development experience.

The successful candidate must have the following attributes and competencies:

Accountability and ethical conduct •Quality oriented •Judgment •Systems thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Analytical ability •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative.

Duties: • Assist with the development of National training policies and standards •Monitor the implementation of training policies, curricular and standards and ensure compliance •Contribute towards the Implementation of continuous professional development initiatives and Recognition of Prior Learning• Compile reports for various role players within set standards •Maintain policy documents in compliance with SAQA, the relevant SETAs or any other recognised body where applicable •Contribute towards the development of curricula for authorised and non-authorised persons •Monitor and evaluate standards of facilities and training programmes at colleges •Conduct the curricula impact assessment •Contribute to the review of authorised and non-authorised curricula •Conduct the evaluation and approval of •Traffic Training centres in terms of the NRTA •Conduct the evaluation of Assessment Centres and ensure that recommendations are submitted to the QCTO for accreditation •Develop the

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*Departmental Representative

question bank of various curricula • Conduct the quality assurance of training material •Develop assessment instruments for all curricula for authorised and non-authorised officers •Conduct the moderation of assessment processes •Perform AQP functions in terms of the QCTO prescripts •Coordinate learning programme quality assessments •Coordinate Assessment Centre guidelines and criteria compliance •Coordinate the Statement of Results (SoRs), certificates and awards, learner data and credit accumulation •Coordinate SoRs, certificate and award verification and duplicate issuing

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za. Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.**

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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The Department of Transport

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