

Advert for a Vacancy

Job Description

Description:

Dlama SS Investment Holdings is seeking to employ a highly motivated and experienced Education and Training Quality Assurance Specialist to join our company. As an Education and Training Quality Assurance Specialist, you will be responsible for ensuring the highest standards of quality in our educational programs and training initiatives. The role will also involve assessing, monitoring, and enhancing the overall quality and effectiveness of our education and training processes.

Responsibilities:

1. Develop and Implement Quality Assurance Framework:-

Design and implement a comprehensive Quality Assurance Framework for educational programs and training initiatives. Establish quality standards, guidelines, and procedures to ensure compliance with regulatory requirements and industry best practices.

2. Conduct Quality Assessments and Audits:-

Perform regular assessments and audits of educational programs and training materials to evaluate their effectiveness and alignment with learning objectives.- Identify areas of improvement and recommend appropriate measures to enhance program quality.- Monitor and evaluate the implementation of quality improvement initiatives.

3. Curriculum and Training Material Review:-

Review and evaluate curriculum content, learning materials, and assessments for accuracy, relevance, and compliance with established standards.

4. Training Delivery Evaluation:-

Assess the delivery of training programs, including facilitation techniques, training methodologies, and overall effectiveness of trainers.- Provide constructive feedback and recommendations for improving training delivery and enhancing participant learning experiences.

5. Compliance and Regulatory Adherence:-

Stay updated on relevant education and training regulations, policies, and standards.- Ensure compliance with accreditation requirements, industry regulations, and internal quality standards.- Develop and maintain documentation related to quality assurance processes and procedures.

6. Stakeholder Collaboration:-

Liaise with Accrediting bodies and regulatory agencies such as the QCTO and SETAs to apply for new accreditations and ensure that the company maintains its accreditation and compliance status.

Requirements:-

- A minimum Bachelors Degree (NQF Level 7 or higher) qualification in Education, Human Resources, Social Sciences, Business Administration or Management, a qualification in ETDP or a related field.
- Experience in the evaluation of learning material
- Experience in Moderation / Assessment / verification of assessments.
- Experience and knowledge in ETQA processes.
- Experience and knowledge in the Sector Education and Training Authority environment is essential
- Minimum experience of five (5) years performing accreditations including monitoring 7 evaluations
- Excellent report writing, administrative, presentation and communication skills
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- In-depth understanding of Skills Development and relevant legislations; QCTO and SETAs.
- Discretionary Grant processes
- Proven experience in Education and Training Quality Assurance, preferably in a similar role.
- Strong knowledge of quality assurance principles, practices, and methodologies.
- Familiarity with Education and Training Accreditation standards and regulatory requirements.
- Excellent analytical and problem-solving skills, with the ability to identify areas for improvement and implement effective solutions.
- Detail-oriented and meticulous in reviewing and evaluating educational materials and training programs.
- Strong communication skills, both written and verbal, with the ability to provide constructive feedback and recommendations.
- Proficient in using educational technology and learning management systems.
- Ability to work independently and collaboratively in a fast-paced environment.
- Prior experience in the education or training industry is highly desirable.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via e-mail to info@dlamass.co.za . NB!!! This is a 12 month contract. For Enquiries: Ms Ayanda Dlamini on (031) 266 0106

Closing Date: **24 May 2024**

Should you not hear from us within two months after closing date, kindly accept that your application was unsuccessful.