

Various vacancies at HWSETA

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Deadline: 27 January 2025

Location: Gauteng and North West, South Africa

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HWSETA is recruiting and accepting applications for the following Various vacancies.

Provincial Administrator

A Provincial Administrator will provide administrative assistance in the Provincial Office. Assist and coordinate customer care with external stakeholders and provide administrative support to ensure implementation of health and social development initiatives at a provincial and regional level.

Minimum Requirements: Matric/ Grade 12; National Diploma in Office Administration/ Technology, Business Administration or Public Management or an equivalent qualification; valid drivers licence. 2 – 3 years' work experience in Office Administration and related field.

Cost to Company: R280 625 – R354 122,00 per annum

Learner Achievement Officer X2

A Learner Achievement Officer will ensure that ETQA internal processes are implemented and standardised according to policy and relevant statutory requirements through supporting, capacitating, and enabling training providers and employers to offer training that is endorsed by the HWSETA.

Minimum requirements: Matric / Grade 12; Bachelor's degree in Education; Training and Development and or ODETDP; Registered as an assessor and moderator within the SETA advantageous; Valid Driver's Licence; own vehicle and 4 – 6 years working experience in skills development environment preferably SETA environment.

Cost to company: R548 417,00 – R695 873,00 per annum

Provider Accreditation Officer X2

A Provider Accreditation Officer will ensure that ETQA internal processes are implemented and standardised according to policy and relevant statutory requirements through supporting,

capacitating and monitoring provincial personnel and enabling training providers to be accredited by the HWSETA.

Minimum Educational Requirements: Matric / Grade 12; Bachelor's degree in education or related fields and ODETDP qualification; Registered as an assessor and moderator within the SETA would be advantageous. A valid driver's Licence and own vehicle. 4 – 6 years in provider accreditation environment.

Cost to Company: R552 947,00 – R695 873,00 per annum

Qualifications Development and Maintenance Officer X2

A Qualification Development and Maintenance Officer will be responsible for coordinating the development of qualifications identified by the Sector Skills Plan to be registered on the Occupational Qualifications Framework and for coordinating the invigilation of external integrated summative assessments nationally.

Minimum Educational Requirements: Matric / Grade 12; Bachelors Degree in Education / Training and Development or Health / Social Services and HRD; registration with a recognised professional or regulatory body is an added advantage; Driver's Licence and Own vehicle. 4-6 years in education/ training and development environment, HRD or related fields.

Experience in an ETQA and or QCTO environment will be an added advantage.

Cost to Company: R577 015,00 – R771 827,00

Online Application

To apply for HWSETA Vacancies, follow these steps:

1. **Creating an Account :** To begin the application process, you must first [create an account on the HWSETA Careers website](#).
2. **Browsing Job Opportunities :** After logging in to your account, you can search for available job opportunities based on your interests and qualifications.
3. **Applying for a Job Position :** Once you have identified a job opportunity that matches your interests and qualifications, click on the “Apply now” button to submit your application.
4. **Following Up on Your Application :** After submitting your application, you can track its progress through your HWSETA Careers account dashboard.

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