
ADVERTISEMENT

ASSISTANT DIRECTOR: ACCREDITATION SERVICES, VERIFICATION AND SETA LIAISON

SALARY RANGE: R 444,036 – R 532, 602 PER ANNUM (EXCLUDING BENEFITS)


PERMANENT

CENTRAL OFFICE

Post	Post/Salary Level	Reference Number	Submit
ASSISTANT DIRECTOR: ACCREDITATION SERVICES, VERIFICATION AND SETA LIAISON	SL9	NLC/45/2024	Careers9@northlink.co.za

MINIMUM REQUIREMENTS

- Matric or Grade 12 certificate or equivalent. National Diploma/Degree in Education, Business Administration, Training and Development, Human Resources, or related field/relevant qualification. A post graduate qualification in a relevant field will be an added advantage.
- Three (3) to Five (5) years' experience in accreditation services, verification and SETA liaison of which 2 years must be supervisory experience or at supervisory level.
- Experience must include accreditation processes, verification procedures and familiarity with SETA requirements.
- Strong understanding and knowledge of the TVET environment.
- Strong understanding and knowledge of SETA's functionality and operations.
- Knowledge of quality assurance processes.
- Strong planning and organising skills.
- Stakeholder management skills.
- Excellent verbal and written communication skills.
- Computer literacy and a valid driver's licence.


13/05/2024

• **Belhar Campus**

Tel: 021 952 2113 • Fax: 021 952 6694

• **Bellville Campus**

Tel: 021 951 2231 • Fax: 021 951 3967

• **Goodwood Campus**

Tel: 021 591 3181 • Fax: 021 592 2493

• **Parow Campus**

Tel: 021 931 8238 • Fax: 021 931 8244

• **Protea Campus**

Tel: 021 946 2250 • Fax: 021 949 0886

• **Tygerberg Campus**

Tel: 021 524 2200 • Fax: 021 524 2300

• **Wingfield Campus**

Tel: 021 591 9207 • Fax: 021 592 3923

KEY PERFORMANCE AREAS

- Develop and review systems and structures to ensure effective and efficient accreditation services at the College.
- Manage accreditation of all new businesses, projects and academic programmes.
- Monitor compliance with all accreditation requirements per business, projects and/or programmes.
- Manage renewal of accreditation of existing businesses and academic programmes where applicable.
- Manage and administrate the functionality and performance of the accreditation unit.
- Provide reports and recommendations in relation to accreditations.

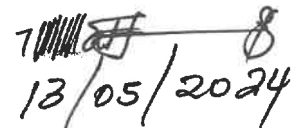
Applications: Applicants must submit their CV, copies of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document (ID Card – Front & Back copy), Valid Driver's License and 2 recent contactable references. Please note that a passport or Driver's License will not be accepted in lieu of Identity Document. All applicants must submit a duly signed and fully completed **NEW Z83** form (view on the Northlink College website www.northlink.co.za) to email Careers9@northlink.co.za.

- **ALL DOCUMENTS SUBMITTED MUST BE IN PDF FORMAT.**
- **Applicants will be subjected to a criminal background check as well as the verification of qualifications.**
- Applicants are advised to submit one PDF document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. The College will not be responsible for any illegible PDF documents or PDF documents cannot be accessed/opened. The onus rests on the applicant to ensure that the applications are e-mailed before the closing date. Failure to attach the requested documents and incomplete applications will not be considered.

Closing Date: 24 May 2024 at 13h00

Enquiries: 021 970 9078

Northlink College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the Employment Equity plan of the institution. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.


13/05/2024