


# delta environmental Centre

**NON PROFIT COMPANY**  
**ENVIRONMENTAL EDUCATION, TRAINING AND CONSULTATION**  
COMPANY REG NO. 1975/000010/08 N.P.O. 000-599  
P.B.O. No. 18/11/13/2704  
(APPROVED EDUCATIONAL FUND i.t.o. SECTION 18A OF INCOME TAX ACT)  
 An accredited SAQA training provider  
**Environmental Education in Action!**

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13th March 2019

Registered Non-Profit Company 1975/000010/08

TO WHOM IT MAY CONCERN

## **APPOINTMENT: Accredited Training QMS and Administration Officer (One year fixed contract position) External Advert**

***Enthusiastic, Energetic and Passionate about Youth and Environment?  
Dedicated to "Green" skills development and inspiring young people to play an active role in environmental matters?***

**Purpose of the job:** To set up, maintain, monitor, evaluate and review the accredited training and administration QMS processes for the National Diploma: Environmental Education, Training and Development Practice level 5, specifically related to the DEA Mass Training Project (DMT).

### **Key outputs:**

- Set up and maintain accredited training QMS for all training sites.
- Liaise with 37 DMT trainers regarding training and learner queries.
- Receive portfolios from assessors from all training sites and monitor progress.
- Conduct post assessment monitoring of portfolios and follow ups with DMT assessors.
- Maintain consistent communication and support with trainers re: progress of training plan.
- Electronic Record keeping of all training results, documentation etc.
- Filing and referencing of all training documentation.
- Review of facilitation, support, feedback and assessment reports for all sites.
- Analysis of training results, attendance, drop outs and irregularities.
- Compiling of overarching reports for all sites.
- Assist with preparation for internal and external moderation of the training.
- Liaise with ETDP SETA officials if and when required.
- Assist with the ETDP SETA Indicum, registration of learners, uploading of results.
- Assist with general project and logistical administration if and when required.

### **Requirements:**

- A relevant degree or diploma qualification in the Environmental Management/Environmental Education fields. In addition, a qualification in administration would be an advantage.
- A minimum of 3 years' experience in the field of accredited training (SETAs).
- A working knowledge of SETA qualifications, unit standards etc.
- Experience in project and training administration.
- Strong systematic, methodical and efficient administration skills.
- A registered assessor with US 115753, with minimum 1 year assessment experience.
- Registered with ETDP SETA against qualification 22901 or 22902 Environmental Education.
- A good working knowledge and experience in environmental education.
- Drivers licence and driving experience.
- Good communication skills, including reading and writing.
- Ability to work within a team, supportive and willing work ethics.
- Confident and pro-active, able to take initiative.

This position is based at the Delta Environmental Centre in Delta Park, Johannesburg. The prospective candidate must be available to start immediately.

The successful candidate will be responsible for:

- The successful implementation of DMT QMS.
- Responding to the needs of the programme and trainers.
- Ensuring all aspects of the training QMS are maintained.
- Collection of all documentation related to the training.
- Reporting to management.
- Working closely with training programme manager, administrative supervisor and other project administrators.

**Key Competencies:**

- Efficient administration.
- Effective review of training processes.
- Ability to process data effectively without errors.
- Understanding of outcomes-based education and training.
- Good knowledge of the environmental sector.
- Proficient in outcomes-based assessment.
- Good report writing skills.
- Good verbal and communication skills.
- Good interpersonal skills.
- The ability to work in a team.
- The ability to perform under pressure.

For further information about our projects please see our website ([www.deltaenviro.org.za](http://www.deltaenviro.org.za)) If you would like to be considered for this position, please submit the following documents by e-mail: [paul@deltaenviro.org.za](mailto:paul@deltaenviro.org.za) by 13th September 2019:

- Complete CV,
- Letter of motivation, stating background and relevant experience, personal qualities/interests and your vision for DEC in the future, stating the contribution that you could make;
- 3 current references and the contact details.

Only shortlisted candidates will be asked to present copies of their certificates

People with disabilities and women are encouraged to apply. If you haven't had any further communication from DEC after one month after the closing date, please consider your application unsuccessful. (If you are not resident in Gauteng and are called for an interview, you must be prepared to personally cover your travelling costs) **Closing date: 13th September 2019**

HONORARY DIRECTORS: S M MOSIDI (Chairman), B DONALDSON, M MAZWAI, T TWEEDIE

