

Job title	Education and Training Manager
Location	Batseta Council of Retirement Funds for South Africa Waterfall Park, Midrand, Gauteng
Purpose of the role	Batseta wants to appoint an Education and Training Manager that will plan, direct, and coordinate programs to enhance the knowledge, skills, and professional development of the Batseta membership.
Key responsibilities as required by QCTO	<p>External assessments</p> <ul style="list-style-type: none"> Coordinate and manage the efficient implementation and administration of external assessment using reliable and secure processes and system; <p>Skills Development Providers</p> <ul style="list-style-type: none"> Validate and Coordinate training and skills development programmes offered by skills development providers. <p>Learner management</p> <ul style="list-style-type: none"> Manage and coordinate the upload of learner assessment achievements to the QCTO; Recommend the certification of learners to the QCTO; Advise the QCTO as to the recognition of qualifications and part qualifications from other sub frameworks; <p>Monitoring and reporting</p> <ul style="list-style-type: none"> report to the QCTO on the performance of AQP functions in the form and manner required by the QCTO; coordinate the revision of specified occupational standards and qualifications and/or part qualifications according to the QCTO procedure. Ensure all QCTO related reporting is completed accurately and timeously <p>Continuous Development promote and manage the continuous professional development programme for PEO and trustees (CPD);</p>
Key responsibilities not directly required by QCTO	<ul style="list-style-type: none"> Stakeholder Relations Management Attend education related forums as required Engage in continuous research related to professionalising the retirement industry occupations Establish and maintain relationships with all role players in the professionalisation of the occupation (QCTO, SAQA, INSETA, FSCA etc) <p>Develop a Quality Management System (QMS) to direct the professionalisation department</p>

Qualifications	<ul style="list-style-type: none"> • A relevant tertiary qualification • Understanding of the retirement industry will be an advantage
Experience	<ul style="list-style-type: none"> • At least 3 years' middle management level experience as well as experience in managing compliant training accredited on the NQF • Experience in conducting or managing assessments will be a distinct advantage • Experience of administration systems and disciplines associated with professional bodies will be an advantage
Knowledge	<ul style="list-style-type: none"> • Knowledge of QCTO practices and process • Knowledge of pension fund law and regulations • Knowledge of pension fund governance
Skills (personal and interpersonal)	<ul style="list-style-type: none"> • Effective communication skills both verbal and written. • Ability to deliver programmes to a high quality. • Business awareness and commercially focused. • Leadership and strong management skills. • Ability to devise solutions to complex problems. • Energy and enthusiasm to motivate and engage others. • Personally credible with strong people skills. • Strong influence and negotiation skills. • Integrity and approachability
Specific requirements	<p>Computer Literacy:</p> <ul style="list-style-type: none"> • MS Word • MS Excel • Email & Internet • PowerPoint • Experience with student information systems, NLRD or SETA experience particularly advantageous.
How to apply	<p>Please submit your CV via E-MAIL to:</p> <p>Lucretia Mosing</p> <p>E-Mail: info@batseta.org.za</p> <p>Tel no: 0118056340</p> <p>CLOSING DATE: 24 March 2023</p>