



Job Title:	Moderator for Broadcast Programmes (non-permanent)
Organisation:	NEMISA
Department:	In-House Training
Location:	Gauteng Parktown
Upward Reporting Relationships:	HoD: Radio & Television
Reference Number:	NEM-16/11/2021

MAIN PURPOSE OF JOB

To conduct 3 x Moderation Events on Broadcast Qualifications for Radio and Film and Television cohorts (2021-2022), examine the POEs and deliver a report with findings for both internal use and for submission to SETA.

JOB OBJECTIVES

The scope as per the SLA:

1. Development of a pre-moderation plan in conjunction with an Assessor.
2. Perform moderation of assessment tools.
3. Conduct moderation of the assessment process.
4. Moderate the final assessment results; and
5. Furnish the moderation report which should include the following - Overarching Report which summarises the assessment process and practise.
 - Individual Learner Report of the learner sample.
 - Checklist of Lecturers Assessor file to be audited.

FUNCTION OF MODERATION

The main functions of the moderation process are to:

- Prepare the recruitment documents prior the motivations are approved
- The main functions of the moderation process are to:
- Ensure a fair and effective assessment process, aligned to SETA ETQA requirements

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Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Ricardo Adendorf; Ms Nomonde Hlatshaneni; Prof Christian Michael Adendorf

Executive Directors: Mr Trevor Rammitlwa (CEO)
Company Secretary: Ms Fahmida Yacoob Valla

Reg no. 98/14825/08

- Evaluate the design of assessment instruments
- Verify that assessments are fair, valid, reliable, and practicable and conducted according to SETA ETQA assessment expectations
- Identify and investigate any inconsistencies
- Evaluate performance of assessors
- Ensure that methods used are comparable and judgments are consistent
- Provide an appeals procedure for dissatisfied learners
- Provide feedback to the SETA ETQA on unit standards and qualifications

		Essential	Desirable
Education: Formal Qualifications			
<i>Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, technikons, colleges, etc.</i>			
Level of Education:	Minimum: <ul style="list-style-type: none"> • Valid Registered Letters with MICT SETA as Moderator • Certified ETDP SOR • NQF L 6 Media Studies (Radio and Film and TV Production) 		
	Duration / Time	Essential	Desirable
Job related Work Experience			
<i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.</i>			
Level of Professional Experience Minimum: <ul style="list-style-type: none"> • 2+ years' experience in: Moderation Services for Media Related Programmes such as Radio, Film and TV Production 	+ 24 months	✓	

	Duration / Time	Essential	Desirable
Job related Knowledge			
<i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i>			
Fully Computer Literate with excellent working knowledge of MS Word and MS Excel	+ 24 Months	✓	
Must be able to work under pressure	+ 24 Months	✓	
Must meet tight deadlines	+ 24 Months	✓	
Attention to detail	+ 24 Months	✓	
Ability to accurately follow the superior's instructions	+ 24 Months	✓	
Knowledge of effective time management, prioritizing and forward planning	+ 24 Months	✓	
Understanding of HR processes and procedures	+ 24 Months	✓	
Personable with excellent verbal & written communication skills	+ 24 Months	✓	
Internet Software	+ 24 Months	✓	

	Duration / Time	Essential	Desirable
Job related Skills			
<i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i>			
Report Writing	+ 24 months	✓	
Presentation Skills	+ 24 months	✓	
Problem Solving	+ 24 months	✓	
Time management skills	+ 24 months	✓	
Excellent verbal and written communication skills	+ 24 months	✓	
Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.	+ 24 months	✓	
Attention to details	+ 24 months	✓	
Proficient with Microsoft Office or related software	+ 24 months	✓	
Adherence to organisational protocols	+ 24 months	✓	

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: moderator@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.

- Closing Date: **17 November 2021 (16:30)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.