

<b>Job Title:</b>	Moderator/Evaluator x 2 (12 Months Contract basis)
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Creative Media
<b>Location:</b>	Gauteng Parktown
<b>Salary Range:</b>	TBC during the interview
<b>Upward Reporting Relationships:</b>	Head of Department (Creative Media)
<b>Reference Number:</b>	NEM-11/03/2022

#### MAIN PURPOSE OF JOB

To plan, prepare and conduct the assessment, moderation and remediation of qualifications and skills programmes in alignment with the NEMISA QMS and SETA/QCTO regulations, measuring the impact of learning interventions.

#### JOB OBJECTIVES

1. Conduct outcomes-based assessment in compliance with the QMS and QCTO/SETA requirements and regulation and applicable legislative requirements at all times.
2. Evaluate portfolios of evidence using the VACS assessment principles against the full qualification and skills programmes aligned to the following qualifications:
  - SAQA QUAL ID 61591 - National Certificate: End-User Computing NQF Level 3
  - SAQA QUAL ID 49127 - Further Education & Training Certificate in Design Foundation NQF Level 4.
  - SAQA QUAL ID 57611 - National Certificate in 2D Animation NQF Level 5.
  - SAQA QUAL ID 57607 - National Certificate in 3D Animation and Visual Effects NQF Level 5.
  - SAQA QUAL ID 90721 - National Certificate: Design Techniques NQF Level 5.
  - SAQA QUAL ID 49121 - National Certificate in Interactive Media NQF Level 5
  - SAQA QUAL ID 62069 - National Certificate: Radio Production
  - SAQA QUAL ID 58394 - National Certificate: Film and Television Production
  - SAQA ID 59569 - National Certificate: Electronics NQF Level 3
  - SAQA ID 48792 - Certificate: Broadcast Engineering NQF Level 5
  - SAQA ID: 59569 - National Certificate: Electronics NQF Level 3

- SAQA ID: 59057 - Further Education and Training Certificate: Telecommunication Network Operations

3. Provide written feedback to the learners
4. Remediate assessments
5. Complete accurate and detailed administration including assessment feedback documents, assessor and moderator reports, portfolio tracking templates, learner results trackers
6. Ensure continuous improvement in the learning and assessment process in compliance with the assessment principles.
7. Analyse assessment and moderation reports to identify patterns and trends
8. Provide detailed feedback to facilitators on areas of improvement in the delivery of programmes
9. Provide detailed feedback to instructional designers on areas of improvement in learning and assessment design.
10. Report, record and administer moderation
11. Review moderation systems and processes

### Education: Formal Qualifications

*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.*

<b>Level of Education:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>• Matric/Grade 12 Certificate</li> <li>• Three-year National Diploma/ Degree in Media Studies or equivalent qualification at NQF Level 6</li> <li>• National certificate in OD ETDP (Preferable) or</li> <li>• Facilitate learning using a variety of given methodologies (117871)</li> <li>• Conduct Outcomes Based Assessment (115753)</li> <li>• Conduct Moderation of Outcomes Based Assessment (115759)</li> <li>• SETA constituent registration as Assessor and Moderator for above listed qualifications</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• Post graduate degree in related qualification</li> </ul>
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### Job related Work Experience

*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.*

**Minimum:**

- Minimum 5 years conducting assessment of accredited learning programmes.
- Minimum 3 years moderating outcomes-based assessment
- Minimum 2 years' experience as a facilitator, with 3 years' experience facilitating accredited learning programmes
- Computer literacy (MS Office) at an intermediate to advanced level
- High proficiency in verbal and written English
- Strong communication and interpersonal skills
- Exceptional planning, organising and time management skills
- High attention to detail and accuracy
- Advanced proficiency in conducting and moderating outcomes based

**Ideal:**

Valid driver's license

**Job related Knowledge**

*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.*

- Knowledge of relevant legislation, regulations and policies applied in the industry
- Advanced knowledge of Microsoft office suite
- Analytical Skills
- Good Communication skills (written and verbal)
- Report writing skills
- Good communication skills
- Computer literate

**Competency requirements**

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

**Important note:**

Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to:

[ModEval@nemisa.co.za](mailto:ModEval@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: **25 March 2022 (16:30pm)**.