

JOB VACANCY

Position: Quality Control and Systems Coordinator



Location: ODI Head Office: Centurion, Gauteng
Salary expectation: Market related
Employment type: Permanent, full-time, office-based
Reporting line: Operations Manager

Purpose

To manage and maintain ODI's learner management systems, carry out allocated SETA/QCTO processes, and coordinate general office support and operational activities.

The role ensures that learning records, quality assurance processes, certification activities and supporting documentation are accurately maintained and completed within required deadlines.

Key Responsibilities

Learning Systems and Workflow

- Manage and maintain ODI's learner management, e-learning and electronic filing systems.
- Update project trackers, checklists, learner records and supporting documentation.
- Coordinate quality assurance, certification and project close-out activities.
- Ensure records are complete, accurate and ready for review or audit.

SETA/QCTO Compliance

- Manage external moderation processes and conduct site-monitoring activities, as applicable.
- Prepare and submit required SETA/QCTO documentation.
- Coordinate Assessment Centre, EISA, accreditation and monitoring activities.
- Process assessor and moderator applications and renewals, workplace approvals and mentor registrations.
- Liaise with clients, consultants, SETAs, QCTO representatives and other stakeholders.
- Follow up findings and corrective actions through to completion.

Office and Operational Support

- Coordinate general office enquiries, travel, meetings and service providers.
- Provide coordination support for ODI's 20 Keys activities, workshops, client communication and materials.
- Assist ODI team members with general project, office and financial requirements.
- Coordinate routine office purchasing, OHS and related operational activities.

Key Attributes

- Strong organisational and coordination skills.
- Excellent attention to detail and document control.
- Ability to manage several priorities and deadlines simultaneously.
- Clear and professional communication skills.
- A practical, solutions-focused and continuous-improvement mindset.
- Adaptable in an environment where requirements and processes may change.
- Able to remain organised when information is not yet fully defined.
- Reliable, structured and service-orientated.
- Able to work independently and follow matters through to completion.
- Willing to travel and represent ODI professionally.

Requirements

- A relevant diploma or degree in administration, project coordination, human resources, education or a related field.
- A minimum of two years' experience in a SETA, QCTO or occupational learning environment.
- Experience using learner management or e-learning systems.
- Good Microsoft Office skills, particularly Excel.
- Working knowledge of SharePoint, OneDrive and electronic filing systems.
- A recognised assessor certificate would be advantageous.
- Experience using AI-enabled productivity tools would be advantageous.
- A valid driver's license and own reliable transport.

Applications

- Email your CV and copies of relevant qualifications to esbe.dutoit@odi.co.za.
- Subject: Quality Control and Systems Coordinator – [Applicant Name]
- Closing date: [14 August 2026]
- ODI is an Employment Equity employer. Only shortlisted candidates will be contacted.