

JOB ADVERT

Position:	Education and Transformation: Technical Project Coordinator
Department:	Education and Transformation (ET)
Closing Date:	24 June 2025

1. JOB PURPOSE

This position, reporting to the Professional Manager: Accreditation and Monitoring, is responsible for coordinating and administering professional body accreditation and monitoring. The role involves developing business processes for the ET Department, managing stakeholder relationships, and providing administrative support. The incumbent will contribute to the transformation and capacity building within the auditing profession by ensuring effective management of accreditation and monitoring processes.

2. FUNCTIONS AND DUTIES

Function	Duties
Accreditation and Monitoring Coordination	<ul style="list-style-type: none"> Assist in establishing effective management processes for new accreditation applications. Ensure annual monitoring processes are valid, reliable, and effectively reported. Manage invoicing related to accreditation and monitoring. Assist in updating the accreditation model. Perform external validation activities for the monitoring of Accredited Professional bodies (APBs).
Report Preparation	<ul style="list-style-type: none"> Draft and provide input into reports for accreditation and monitoring processes.
Business Process Development	<ul style="list-style-type: none"> Assist in creation and updating detailed models of business processes in relation to the monitoring and accreditation processes. Assist in the implementation of IT systems to support accreditation and monitoring business processes.

Stakeholder Management	<ul style="list-style-type: none"> • Manage and respond to the needs of internal and external stakeholders (ET, Registry, RAs, etc.).
Administrative Support	<ul style="list-style-type: none"> • Provide administrative support to ET Professional Managers. • Support special projects and audits during peak periods or staff shortages. • Participate in various ET transformation initiatives.

3. KNOWLEDGE AND EXPERIENCE

3.1 Qualifications

- a) Bachelor's Degree in a relevant field (e.g. Accounting, Education, or a technical field relevant to accreditation and quality assurance).
- b) Certification in Project Management (e.g. PMP, CAPM) or Quality Assurance (e.g. Certified Quality Improvement Associate) is preferred and beneficial for understanding structured project frameworks and quality standards.
- c) Professional Accountant membership (e.g. SAIPA, ACCA, SAICA etc.)

3.2 Knowledge and Previous Work Experience

The following competencies are required:

- a) Minimum of 3 years' experience in a similar project management role
- b) Knowledge and experience in compliance standards and quality assurance frameworks, ideally in education or a regulated industry.
- c) Proficiency in Microsoft Office (Word, Excel, Outlook)
- d) Experience in learning and development.
- e) Analytical and critical thinking skills
- f) Project Management expertise
- g) Experience in learning and development
- h) Research and report writing skills
- i) Innovation and creativity
- j) Experience with a professional body (advantageous).

4. ATTRIBUTES

- a) Integrity and objectivity
- b) Initiative and problem-solving mindset
- c) Ability to interact across all levels of the organisation
- d) Deadline and results-driven
- e) Team player with a proactive approach

HOW TO APPLY

CVs must be e-mailed to hr@irba.co.za by the closing date.

The IRBA is an employment equity employer. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves

the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates will be asked to complete a psychometric assessment before a final appointment is made.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/pop-i-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert