ENGINEERING COUNCIL OF SOUTH AFRICA

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PERMANENT CONTRACT

The Engineering Council of South Africa (ECSA) is a statutory body charged with the mandate to regulate the engineering profession in accordance with the Engineering Profession Act 46 of 2000.

Position Summary: The **Accreditation and Training Officer** vacancy has become available. This position will be responsible to coordinate and execute deliverables across four core areas within the Accreditation and Training Business Unit: Education Evaluation, Accreditation of Engineering Programmes at Higher Education Institutions, Endorsement of New Engineering Programmes, and Certification of Training Academies along with the Accreditation of their Programmes; in accordance with the regulatory framework and standards established by ECSA, towards the achievement of the unit's targets and key deliverables. The successful candidate will report to the Assistant **Manager: Accreditation & Training.** The seniority and grading of the role will be determined during the recruitment process.

Key Responsibilities:

- Provide a range of administrative services, including but not limited to records management, addressing queries from stakeholders they work with, meeting and accreditation visit coordination, along with any ad hoc administrative work to support the effective operation of the BU.
- Assist with all Education Evaluation, Accreditation of Engineering Programmes at Higher Education Institutions, Endorsement of New Engineering Programmes, and Certification of Training Academies queries.
- Identify, establish, and maintain relevant relationships with internal as well as external stakeholders.
- Acts as the Secretariat for internal BU meetings.
- Contribute to the unit's planning, goal setting, and achievement.
- Contribute in a positive way to the team, working with others to assist them in achieving their performance plans.
- Contribute to and/or participate in projects and initiatives as required.
- Coordinate and manage the pre-, during and post activities for the annual assessor training sessions conducted by the Accreditation and Training business unit.
- Ensure the deliverables of the Service Charter are being actioned.
- Coordinate all pre, during, and post-accreditation activities.
- Establish accreditation panels as per pre-determined criteria and amend the teams when required.
- Co-ordinate and ensure all logistics are well executed prior to the accreditation visit as per the stipulated deadlines.
- Draft the Accreditation outcome letter and send it to the Line Manager for review as well as approval.

- Maintain that all Accreditation & Training information trackers are accurately updated, and the statistics provided publicly are correct.
- Record action items that are raised during the accreditation visits as well as discuss them with Management.
- Ensure that all post Accreditation & Training Committee action items are implemented.
- Coordinate and execute activities relating to the Certification of Training Academies as well as Accreditation of their Engineering Programmes.
- Coordinate the end-to-end process of education evaluation.
- Coordinate the end-of-end Endorsement process by the stipulated deadline.
- Coordinate financial related processes in line with the approved operational budget.
- Identify and act on personal learning as well as development opportunities.
- Maintain membership with approved Professional Body they are registered with.
- Provide support to the Manager and Assistant Manager as required.

Qualifications and other requirements:

- Diploma in Business/Public Administration, (NQF 6 Level) or equivalent.
- Bachelor's Degree NQF 7 Degree will be an added advantage.
- Minimum 2 - 4 years' relevant work experience in an administrative environment.

Required Skills/Abilities:

- MS Office - proficiency in Microsoft Office – Teams, Word, Excel, Power-Point and Outlook.
- Understand and use available technologies to maximize efficiency and effectiveness.
- Strong written and verbal communication skills.
- Meticulous and strong in identifying problems and innovative solutions.
- Must be able to work under pressure.
- Ability to collect and interpret information and reports.
- Ability to analyze information and have creative thinking skills.
- Have a thorough understanding of financial and procurement policies of the BU.
- Ability to implement business requirements into business processes.

Appropriately qualified and experienced individuals should submit a detailed CV and copies of educational qualifications to recruit@ecsa.co.za

Positions are filled in accordance with ECSA's Employment Equity Policy. PWD candidates are also encouraged to apply.

Should we not contact you within one month of the close of date of this advertisement, please consider your application unsuccessful.

Closing Date for applications: Thursday, 04 December 2025

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Authorised by: Ms Keolebogile Modise
Executive: Corporate Support Services
21 November 2025