

Our Ref : PS21/ASS/0594/18
Enquiries : Phaniel Nkabinde
Tel Number : 012 423 5724
Email Address : PhanielN@Pseta.org.za

Address : 10 Fishermans Cottages

Postal Code : 7806

Name and Surname : Judith Smith

Identity Number : 5702040091080

Registration Number : PS21/ASS/0594/18

Registration Validity Date : 2018/05/12 to 2020/03/31

Dear Ms Smith

REGISTRATION AS PSETA CONSTITUENT ASSESSOR

The PSETA as a Quality Assurance Partner delegated by the QCTO, is pleased to inform you that your application to be registered as a constituent assessor has been approved. You are registered to assess against the unit standard /s and or qualification/s reflected on the assessor registration transcripts. The registration is valid until 31 March 2020 .

Please note that this registration is in terms of the PSETA Policy and Procedures on the Management of Assessment. As a registered assessor you are required to sign the PSETA Assessor Code of Conduct. The code of conduct is aligned to the assessor standard and must be adhered to at all times by registered assessors.

Should you require further information please do not hesitate to contact our Learner Achievement Specialist .

Yours Faithfully



Mr. Benjamin Motlhabane

Acting PSETA ETQA Manager

benjaminm@Pseta.org.za

- effective coordination of skills development interventions based on occupationally directed qualifications ;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

Assessor Registration Transcript

Identity Number: 5702040091080

Registration Number: PS21/ASS/0594/18

Is registered as a constituent assessor with the PSETA to assess against the Qualification /s and or Unit standard/s registered on the National Qualifications Framework (NQF) that is/are listed below:

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
49257	National Certificate: Conflict Management and Transformation	Level 05	124
50583	National Certificate: Public Service Communication		120
50585	National Certificate: Public Service Communication	Level 06	129

Unit Standard(s) Code	Unit Standard Title	NQF Level(s)	Credits
114851	Access information for presentations and diplomatic applications	Level 06	5
114853	Access information for presentations and diplomatic applications	Level 05	5
115792	Access, process, adapt and use data from a wide range of texts	Level 05	5
8968	Accommodate audience and context needs in oral communication	Level 03	5
119472	Accommodate audience and context needs in oral/signed communication	Level 03	5
243118	Act as a role model in setting a culture of customer service	Level 07	8
9931	Advise and refer learners	Level 04	6
14548	Advise customers on the roles and functions of the institutions participating in skills development	Level 04	4
14550	Advise on the management of a skills development programme	Level 04	6
118025	Advise South African and foreign businesses on importing and exporting	Level 06	10
242877	Advise stakeholders on the management of a skills development programmes	Level 05	8
242873	Advise stakeholders on the roles and functions of the institutions participating in skills development	Level 05	8
242867	Advise, capacitate and contract service providers	Level 05	8
260040	Analyse and advance South African domestic and foreign policy	Level 07	30
242906	Analyse and apply administrative provisions to regionalism, decentralisation and governance	Level 07	16
10056	Analyse and interpret data and marketing information	Level 05	8
260001	Analyse and interpret international markets and domestic policies of host countries in order to promote the economic, commercial and financial benefits for South Africa's development	Level 07	20
12979	Analyse and participate in the design of Information Systems	Level 06	12
9242	Analyse external factors influencing people who have special needs	Level 05	4
114698	Analyse global economic structures	Level 07	10
114693	Analyse international law in diplomatic relations	Level 07	12
114704	Analyse South Africa's domestic policies	Level 07	25
114714	Analyse South Africa's foreign policy	Level 07	20
259997	Analyse South Africa's key foreign and domestic policies	Level 06	8
14551	Analyse the skills development legislation and apply it in the workplace	Level 04	4
242899	Analyse the skills development legislation and apply it in the workplace	Level 04	4
120304	Analyse, interpret and communicate information	Level 05	9
113954	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	Level 03	4
242864	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	Level 03	4
242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 04	6
14536	Apply an understanding of the characteristics of the South African Labour Market	Level 04	4
242869	Apply an understanding of the characteristics of the South African Labour Market	Level 05	8
13648	Apply appropriate social protocols in the workplace and community	Level 05	4
114873	Apply basic financial procedures to PFMA principles	Level 05	3
120310	Apply client service techniques to improve service delivery	Level 05	6
12154	Apply comprehension skills to engage oral texts in a business environment	Level 04	5
12155	Apply comprehension skills to engage written texts in a business environment	Level 04	5
12891	Apply concepts and principles of business ethics in the professional environment	Level 06	5
242920	Apply critical systems thinking and practice to public sector policy issues	Level 07	8
260039	Apply diplomatic practice when representing South Africa in a diplomatic capacity	Level 07	20
15234	Apply efficient time management to the work of a department/division/section	Level 05	4

242714	Apply elementary statistical methods	Level 05	5
11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 05	8
12156	Apply government communication processes and assess communication effects	Level 05	5
117745	Apply inter-personal skills to support resident communication and promote social housing	Level 04	8
14534	Apply knowledge of community issues in relation to development projects	Level 03	4
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 05	8
263936	Apply knowledge of issues of diversity in a specific South African context	Level 05	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 04	6
242824	Apply leadership concepts in a work context	Level 04	12
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	Level 06	15
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 05	10
115405	Apply principles of knowledge management to organisational transformation	Level 05	10
120303	Apply principles of risk management	Level 05	8
113967	Apply public sector policies and procedures to achieve administration objectives	Level 03	12
242870	Apply public sector policies and procedures to achieve administration objectives	Level 03	12
242915	Apply research methodologies in order to compile in a major research report in a public sector context	Level 07	12
262497	Apply social statistics	Level 05	8
120307	Apply South African legislation and policy affecting public administration	Level 05	10
114974	Apply the basic skills of customer service	Level 02	2
113955	Apply the Batho Pele principles to own work role and context	Level 03	4
242860	Apply the Batho Pele principles to own work role and context	Level 03	4
13941	Apply the budget function in a business unit	Level 04	5
242815	Apply the organisation's code of conduct in a work environment	Level 04	5
242911	Apply the principles and theories of public management	Level 07	16
242914	Apply the principles and theories of public sector project management	Level 06	12
242901	Apply the principles of good customer service to achieve public sector objectives	Level 04	6
262557	Apply the techniques of data processing	Level 05	8
114706	Assess the role of the United Nations and other key World Organizations in diplomatic relations	Level 07	8
114869	Assist in the administration of agency and consular services	Level 05	8
114712	Assist SA citizens in criminal justice procedures abroad	Level 07	5
115409	Assist with tasks related to marketing, market research and promotions	Level 04	7
252037	Build teams to achieve goals and objectives	Level 05	6
15237	Build teams to meet set goals and objectives	Level 05	3
116804	Collect and collate background information for specific contexts	Level 06	15
117546	Collect information for journalistic use	Level 05	6
114843	Communicate effectively in agency and consular work	Level 06	8
9407	Communicate with clients and discuss work	Level 05	5
11983	Compile and administer a case docket for investigation purposes	Level 05	6
10301	Complete a research assignment	Level 06	20
242918	Conceptualise, design and implement a public sector development management framework	Level 07	16
242907	Conceptualise, design, implement and monitor public policies and programmes	Level 07	20
110053	Conduct a basic community needs assessment	Level 04	12

10985	Conduct a disciplinary hearing	Level 06	5
10041	Conduct a marketing situational analysis	Level 05	5
117392	Conduct a range of audits	Level 05	6
242816	Conduct a structured meeting	Level 04	5
119664	Conduct an assessment of human rights and democracy practices in communities	Level 05	12
12138	Conduct an organisational needs analysis	Level 06	10
114478	Conduct basic lay counseling in a structured environment	Level 04	15
119621	Conduct electoral observation and monitoring to enhance the practice and assessment of free and fair elections	Level 05	4
9940	Conduct elementary field research in education, training and development or occupation	Level 04	8
260077	Conduct initial assessment for strategic sourcing	Level 06	4
117848	Conduct mediation in situations that require advanced skills	Level 05	12
117853	Conduct negotiations to deal with conflict situations	Level 05	8
260338	conduct oversight hearing	Level 06	15
117751	Conduct resident entry and exit procedures in a social housing context	Level 04	4
15227	Conduct skills development administration in an organisation	Level 04	4
14552	Contract service providers	Level 03	4
13835	Contribute to project initiation, scope definition and scope change control	Level 04	9
114957	Contribute to the health, safety and security of a financial services workplace	Level 02	2
110064	Contribute to the health, safety and security of the workplace	Level 02	4
13099	Contribute to the implementation, post-implementation review and maintenance of information systems	Level 06	16
114488	Coordinate government communication activities	Level 05	6
243113	Create a culture of a learning organisation within the public sector	Level 06	8
14155	Create and maintain positive workplace relationships	Level 05	5
15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 05	4
114859	Define democracy and explain the structure, role and functions of the Departments of Foreign Home Affairs	Level 05	3
242903	Define overall public sector culture and values and apply to own work context	Level 04	6
242904	Deliver public value	Level 07	16
116721	Demonstrate a broad understanding of the Department of Trade and Industry	Level 06	5
110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	Level 04	4
242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 04	6
242880	Demonstrate an understanding and apply the framework and overall mechanics of government in public sector policy	Level 04	6
10032	Demonstrate an understanding of and define the nature, role and history of marketing communication	Level 04	3
10035	Demonstrate an understanding of creative principles of marketing communications	Level 04	4
114700	Demonstrate an understanding of diplomacy and the structure of the Department of Foreign Affairs	Level 07	5
10033	Demonstrate an understanding of ethical, cultural and legal issues in marketing communication	Level 03	4
10617	Demonstrate an understanding of human resources and industrial relation principles and legislation	Level 06	6
114868	Demonstrate an understanding of international law in diplomatic context	Level 06	5
242910	Demonstrate an understanding of public administration functions and policy within the broader market economy	Level 07	12
8612	Demonstrate an understanding of societal values and ethics	Level 04	4
15096	Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations	Level 05	5
10020	Demonstrate an understanding of the competitive environment	Level 04	4
114846	Demonstrate an understanding of the historical, political, social and economic realities of South Africa	Level 05	10

118026	Demonstrate an understanding of the international financial environment	Level 06	7
118023	Demonstrate an understanding of the international trade environment	Level 06	12
262502	Demonstrate an understanding of the National Statistics System	Level 05	6
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 03	2
14524	Demonstrate and apply knowledge and insight into property as an investment	Level 05	3
110508	Demonstrate and apply knowledge and understanding of the concept of facilitation and a range of facilitation skills	Level 05	6
117732	Demonstrate and apply knowledge of legislation relating to credit control policies and procedures for social housing institutions	Level 06	12
113964	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	Level 04	6
242868	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	Level 04	6
113965	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	Level 04	6
242856	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	Level 04	6
113958	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	Level 04	6
242854	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	Level 04	6
113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 04	4
242857	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 04	4
114860	Demonstrate appropriate life skills and ethical conduct	Level 05	8
114701	Demonstrate economic diplomacy	Level 07	10
114702	Demonstrate effective team work in diplomatic practice	Level 07	5
114694	Demonstrate ethical professional conduct in diplomatic service	Level 07	5
114844	Demonstrate foundational knowledge of international law and economic diplomacy	Level 05	5
15093	Demonstrate insight into democracy as a form of governance and its implications for a diverse society	Level 05	5
15094	Demonstrate insight into the application of theories of Emotional and Spiritual Intelligence in personal development	Level 05	5
244570	Demonstrate knowledge and application of efficient study skills	Level 05	5
264681	Demonstrate knowledge and insight into current affairs that could have implications for the Department of Home Affairs	Level 05	5
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 05	5
14508	Demonstrate knowledge and understanding of globalisation and its implications for financial services in South Africa	Level 06	7
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 03	4
264675	Demonstrate knowledge and understanding of potential identity fraud and corruption in a Department of Home Affairs context	Level 05	5
117724	Demonstrate knowledge and understanding of the role, responsibilities and functions of social housing institution (SHI) boards and board members	Level 06	8
113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 04	4
242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 03	4
117726	Demonstrate knowledge of and explain social housing concepts, principles and processes	Level 04	3
7568	Demonstrate knowledge of and produce word processing documents using basic functions	Level 02	3
259998	Demonstrate knowledge of consular services	Level 06	20
260000	Demonstrate knowledge of diplomatic protocols and etiquette	Level 05	3
119627	Demonstrate knowledge of electoral principles, processes and procedures	Level 05	4
119661	Demonstrate knowledge of the foundations of human rights and democracy	Level 04	7
260038	Demonstrate negotiation and conflict management skills for diplomatic practice	Level 07	15
120360	Demonstrate understanding of financial and accounting principles for public entities	Level 05	12
259999	Demonstrate understanding of international law as it applies within a foreign affairs environment	Level 06	20
259981	Demonstrate understanding of multilateral conferences and negotiation within diplomatic practice	Level 07	20
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	Level 05	12

259982	Demonstrate understanding of the historical, political, social and economic realities of South Africa	Level 05	4
116493	Demonstrate understanding of tolerance in human relations	Level 04	6
110485	Describe and explain a range of international trends in economic development	Level 05	6
116491	Describe ethical procedures and practices for social justice	Level 05	6
13944	Describe the relationship of junior management to the general management function	Level 04	5
119662	Describe the relevance of human rights and democratic practices in South African society	Level 04	8
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3- dimensional space in different contexts	Level 03	4
117855	Design and implement plans to deal with conflict situations	Level 05	15
243110	Design, implement and evaluate change management strategy for a Public Sector environment	Level 06	10
13106	Determine capital investment appraisal	Level 06	10
13104	Determine the relationship between risk and return	Level 06	8
243115	Develop a service delivery charter for a public sector organisation	Level 06	10
260097	Develop a sourcing strategy	Level 06	8
15217	Develop an organisational training and development plan	Level 05	6
11904	Develop and establish a disciplinary policy and procedure	Level 05	5
7886	Develop and implement a business plan	Level 05	8
114477	Develop and maintain community relations to communicate government information	Level 05	6
110483	Develop and manage an organisational records system	Level 06	5
12436	Develop and manage government communication campaigns	Level 07	6
260017	Develop and manage public diplomacy strategies	Level 07	20
12157	Develop and produce information products for government	Level 06	4
243119	Develop and produce public sector service delivery protocols and agreements	Level 06	10
12435	Develop Government communication policies, strategies and processes	Level 07	6
243121	Develop mechanisms and structures for managing knowledge	Level 06	12
114697	Develop negotiation and conflict management skills for diplomatic practice	Level 07	10
114926	Develop plans for implementing Learnerships and Skills Programmes within a learning organisation	Level 06	5
13107	Develop understanding within an organisation about the risks associated with its functioning and contexts	Level 06	5
252032	Develop, implement and evaluate an operational plan	Level 05	8
114481	Develop, maintain and monitor media relations to communicate government information	Level 05	5
15238	Devise and apply strategies to establish and maintain relationships	Level 05	3
114861	Differentiate between the role and function of the DFA and the Department of Home Affairs	Level 06	3
12160	Direct, coordinate and conduct research into government communication	Level 07	3
260340	Discharge oversight responsibilities by using financial tools and instruments to effect accountability in the public sector	Level 06	15
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 05	12
11907	Draft an employment contract	Level 05	3
242822	Employ a systematic approach to achieving objectives	Level 04	10
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	Level 05	4
8974	Engage in sustained oral communication and evaluate spoken texts	Level 04	5
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 04	5
123506	Establish and maintain internal and external client relations within a public service context	Level 05	6
12161	Establish, develop and manage media relationships to promote the image of Government	Level 07	5
12437	Establish, develop and manage media relationships to promote the policies of Government	Level 07	6

242871	Evaluate a skills development proposal	Level 05	8
14538	Evaluate a training proposal	Level 04	8
119623	Evaluate and revise electoral processes	Level 07	12
242917	Evaluate public sector programmes	Level 07	16
114855	Evaluate South Africa's economic policies	Level 06	5
119659	Examine law and structures in terms of their promotion of human rights and democracy	Level 05	8
260137	Execute a strategic sourcing strategy	Level 06	6
117721	Explain and evaluate social housing concepts, principles and processes	Level 06	12
120372	Explain Fundamentals of Project Management	Level 04	5
114864	Explain South Africa's key domestic policies	Level 06	5
114862	Explain South Africa's role in Africa and SADC countries	Level 05	3
262517	Explain the basic concepts of demography	Level 05	8
114703	Explain the policies of the African States and SADC countries	Level 07	5
114852	Explain xenophobia and racism in a diplomatic context	Level 06	4
110055	Facilitate learning in development practice	Level 04	14
117854	Facilitate meetings to deal with conflict situations	Level 05	8
12139	Facilitate the resolution of employee grievances	Level 06	5
12158	Formulate and coordinate government communications programmes	Level 06	5
120301	Formulate and evaluate public sector policies and regulations	Level 05	8
11984	Give evidence in a court of law	Level 05	4
10025	Handle a range of customer complaints	Level 04	4
15233	Harness diversity and build on strengths of a diverse working environment	Level 05	3
242909	Harness knowledge to promote the achievement of public sector goals	Level 07	12
117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 05	20
15225	Identify and interpret related legislation and its impact on the team, department or division and ensure compliance	Level 05	4
113959	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 03	4
242863	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 03	4
114987	Identify products needed to communicate government information	Level 05	4
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 04	6
12978	Identify, implement and manage Information System financial control strategy	Level 06	12
116722	Identify, initiate, develop and manage trade and investment opportunities	Level 06	20
242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 03	6
113961	Identify, operate and maintain the records management system in a Public Sector organization	Level 03	6
10144	Identify, suggest and implement corrective actions to improve quality	Level 04	6
242913	Implement a sector wide communication strategy	Level 07	8
116925	Implement an effective change management programme to achieve specified objectives	Level 05	12
15061	Implement and maintain legal requirements within a real estate business	Level 05	8
114863	Implement basic safety procedures in emergencies	Level 05	3
114490	Implement government communication campaign activities	Level 05	5
120381	Implement project administration processes according to requirements	Level 04	5
117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	Level 01	2
10021	Instil in myself a personal marketing culture	Level 04	4

11286	Institute disciplinary action	Level 05	8
242905	Integrate public administration under the rule of law	Level 07	16
242912	Integrate qualitative and quantitative information, methods and evidence to support decision making in the public sector	Level 07	8
119466	Interpret a variety of literary texts	Level 03	5
8972	Interpret a variety of literary texts	Level 03	5
114226	Interpret and manage conflicts within the workplace	Level 05	8
119457	Interpret and use information from texts	Level 03	5
8969	Interpret and use information from texts	Level 03	5
117156	Interpret basic financial statements	Level 04	4
114866	Interpret South Africa's Foreign Policy	Level 06	8
12605	Interview and lead discussion for radio broadcast purposes	Level 06	12
110360	Interview for a variety of journalistic purposes	Level 05	8
117391	Investigate an incident	Level 05	8
9012	Investigate life and work related problems using data and probabilities	Level 03	5
117158	Investigate ways of managing financial risk in own lives	Level 04	5
114871	Know and apply diplomatic protocols and etiquette	Level 05	8
115437	Lead and manage people	Level 06	20
7859	Lead and manage teams of people	Level 06	6
10024	Liaise with a range of customers of a business	Level 04	4
117842	Manage adjudicative hearings	Level 06	16
114715	Manage and apply protocols and etiquette in diplomatic context	Level 05	10
119332	Manage and develop oneself in the public sector work environment	Level 05	10
114711	Manage and direct consular and agency services	Level 07	15
259984	Manage assets, facilities and the supply chain at a mission	Level 06	10
116928	Manage diversity in the workplace	Level 05	14
242810	Manage Expenditure against a budget	Level 04	6
114870	Manage finances of the mission	Level 06	8
259983	Manage finances of the mission	Level 06	20
117723	Manage first line maintenance in a social housing institution	Level 04	12
12163	Manage government communication processes and strategies	Level 07	5
114857	Manage health, safety and security in a mission	Level 06	3
242919	Manage human resources in a public sector context	Level 07	12
114493	Manage interactive communication between public and government	Level 06	7
243109	Manage knowledge management systems within the public sector	Level 06	10
113963	Manage own performance improvement process in a public sector context	Level 03	4
242874	Manage own performance improvement process in a public sector context	Level 03	4
113962	Manage own work performance in a public sector workplace	Level 03	6
242862	Manage own work performance in a public sector workplace	Level 03	6
259980	Manage safety and security of mission facilities, assets and personnel	Level 06	5
120306	Manage service delivery improvement	Level 06	8
114713	Manage the administration of a mission office	Level 07	10
114849	Manage the administration of a mission office	Level 06	12

259979	Manage the communication systems at a mission	Level 06	8
259977	Manage the corporate services of a mission	Level 06	5
119336	Manage the development and performance of human capital in the public sector	Level 05	12
117739	Manage the development of social housing stock	Level 06	12
114872	Manage the human resources of a mission	Level 06	5
259978	Manage the human resources of a mission	Level 06	10
243114	Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	Level 06	8
114845	Manage the mission's communication systems	Level 06	12
114848	Manage the security of the communication systems in a mission	Level 05	5
243112	Manage the tender procurement process	Level 06	10
12345	Manage time productively	Level 04	4
117740	Manage vacancy and occupancy rates in social housing	Level 06	12
119628	Manage voter registration	Level 05	5
12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	Level 04	4
243812	Monitor and control the execution of the project management plan for a simple to moderately complex project	Level 05	12
117754	Monitor and deal with resident and visitor behaviour in a social housing context	Level 04	12
10096	Monitor and evaluate a strategic marketing plan	Level 07	20
10072	Monitor and review activity plan	Level 06	7
242829	Monitor the level of service to a range of customers	Level 04	5
10143	Monitor, evaluate and communicate project schedules	Level 04	4
242819	Motivate and Build a Team	Level 04	10
14549	Network locally	Level 04	5
7547	Operate a personal computer system	Level 02	6
114976	Operate and take care of equipment in an office environment	Level 02	2
8104	Operate and take care of equipment in an office environment	Level 02	2
7566	Operate personal computer peripherals	Level 02	3
114865	Operate the Mission's Communication Systems	Level 05	20
14911	Participate in formal meetings	Level 02	3
14609	Participate in management of conflict	Level 05	4
116353	Participate in the design and implementation of municipal supply chain management	Level 06	12
120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	Level 04	6
11241	Perform Basic Business Calculations	Level 03	6
117877	Perform one-to-one training on the job	Level 03	4
115410	Perform support duties related to various types of PR events	Level 04	8
115414	Perform support functions for media liaison, publicity campaigns and corporate social investment programmes	Level 04	9
114867	Perform the general administration of a mission office	Level 05	15
15078	Perform valuations of income producing properties	Level 05	12
15075	Perform valuations of vacant land	Level 05	12
119622	Plan and manage electoral observations to contribute towards free and fair elections	Level 06	8
119626	Plan and manage electoral processes	Level 06	12
13934	Plan and prepare meeting communications	Level 03	4
110060	Plan learning programmes that redress social development issues	Level 05	8

110062	Plan the facilitation of learning in development practice	Level 05	10
117736	Plan, design and manage a maintenance programme for social housing	Level 06	12
110531	Plan, organise and control the day-to-day administration of an office support function	Level 05	4
7866	Plan, organise and monitor work in own area of responsibility	Level 05	3
10136	Plan, organise and support project meetings and workshops	Level 04	4
114854	Practice effective teamwork in agency administration	Level 06	5
13059	Prepare and analyse financial reports for different types of business entities	Level 06	16
15235	Prepare and conduct staff selection interviews	Level 05	3
120302	Prepare budgets for a specific sector	Level 06	15
7880	Prepare, implement, manage and control budgets	Level 06	10
230070	Present an informed argument on a current issue in a business sector	Level 05	5
13925	Present information in a public setting	Level 05	5
117844	Present, analyse and interpret information on conflict situations	Level 05	15
242811	Prioritise time and work for self and team	Level 04	5
14348	Process incoming and outgoing telephone calls	Level 02	3
262558	Produce and interpret time series and index numbers	Level 05	12
15222	Promote a learning culture in an organisation	Level 05	3
243116	Promote and uphold strategic leadership in line with Public Sector vision, values, objectives and priorities	Level 06	10
260002	Promote effective team work at a mission and in diplomatic practice	Level 06	5
260037	Promote multilateralism through an understanding of regional and global structures and systems	Level 07	20
114705	Promote South Africa abroad	Level 07	10
114695	Protect the confidentiality of mission activities and information	Level 07	5
114858	Protect the confidentiality of mission activities and information	Level 05	4
114850	Provide administrative support for South African promotions abroad	Level 06	5
114847	Provide consular and agency services	Level 06	10
15221	Provide information and advice regarding skills development and related issues	Level 05	4
260003	Provide management oversight of the resources and administration of a diplomatic mission or consular post	Level 07	20
244566	Provide technical support for project planning and scheduling service functions	Level 04	12
8975	Read analyse and respond to a variety of texts	Level 04	5
114874	Read and respond to a variety of diplomatic texts	Level 05	15
119469	Read/view, analyse and respond to a variety of texts	Level 04	5
252208	Record raw data	Level 04	3
0978	Recruit and Select candidates to fill defined position	Level 04	10
110357	Report for a variety of journalistic purposes	Level 05	12
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 04	4
117845	Restore and build relationships in dealing with conflict	Level 05	8
114699	Review and analyse South African economic structures	Level 07	15
114696	Review nuclear non-proliferation and disarmament	Level 07	5
114692	Review xenophobia and racism in diplomatic context	Level 07	5
123488	Safe-keep and handling of face-value documents and stamps	Level 05	4
262559	Select and use sampling methods	Level 05	8
243117	Set budget parameters for public sector department/organisation	Level 06	10

15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	Level 05	4
242817	Solve problems, make decisions and implement solutions	Level 04	8
242908	Strategically lead public sector change	Level 07	12
242916	Strengthen and implement sustainable public sector ethical practices	Level 07	8
117743	Structure a property finance solution to meet social housing development needs	Level 06	16
110358	Sub-edit non-specialist text	Level 05	10
10146	Supervise a project team of a developmental project to deliver project objectives	Level 05	14
10147	Supervise a project team of a technical project to deliver project objectives	Level 05	14
117722	Support payment management in a social housing context	Level 04	5
10149	Support the project environment and activities to deliver project objectives	Level 05	14
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	Level 05	5
15140	Understand and apply building construction methods	Level 05	10
15150	Understand and apply principles relating to the installation of services in building	Level 05	7
110052	Understand and apply theories and principles of transformative development practice	Level 04	12
243835	Understand linear relationships and predicting linear trends using appropriate models	Level 04	5
114856	Uphold ethical professional conduct in agency administration	Level 06	3
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 05	5
12433	Use communication techniques effectively	Level 05	8
113957	Use data entry and retrieval skills to input and retrieve computer data	Level 03	4
242865	Use data entry and retrieval skills to input and retrieve computer data	Level 03	4
262520	Use economic indicators to describe the state of the economy	Level 05	6
117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 01	4
119467	Use language and communication in occupational learning programmes	Level 03	5
8973	Use language and communication in occupational learning programmes	Level 03	5
115791	Use language and communication strategies for vocational and occupational learning	Level 05	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 05	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 04	6
262537	Use of probability to measure uncertainty	Level 05	8
262538	Use statistical methods to analyse data	Level 05	12
12153	Use the writing process to compose texts required in the business environment	Level 04	5
262539	Utilise alternative methods to collect data	Level 05	8
260341	Utilise processes within the oversight environment to promote effective corporate governance	Level 07	10
260339	Utilise reports as an oversight tool	Level 06	10
10135	Work as a project team member	Level 04	8
115790	Write and present for a wide range of purposes, audiences and contexts	Level 05	5
8976	Write for a wide range of contexts	Level 04	5
117558	Write scripts for an audio visual medium	Level 05	10
110361	Write stories for a variety of journalistic purpose in print	Level 06	0
8970	Write texts for a range of communicative contexts	Level 03	5
119459	Write/present/sign for a wide range of contexts	Level 04	5
119465	Write/present/sign texts for a range of communicative contexts	Level 03	5

2018/05/12

Date of Registration

2020/03/31

Date of Expiry



Mr. Benjamin Motlhabane
Acting PSETA ETQA Manager
benjaminm@Pseta.org.za

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications ;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.