



**PLACING AN ADVERT TO APPOINT 2 X SUBJECT MATTER EXPERTS (SMEs) TO DEVELOP AND MODERATE ASSESSMENT INSTRUMENTS FOR THE FOLLOWING OCCUPATIONAL QUALIFICATIONS:**

SAQA ID	Qualification Title	NQF Level	Number of Credits
111142	Occupational Certificate: Social Counselling	5	143
111143	Occupational Certificate: Social Counselling Support Worker	4	55

**Our Vision:** the creation of a skilled workforce to meet the health and social development needs of all South Africans.

**Our Mission:** The HWSETA endeavours to create and implement an integrated approach for the development and provision of an appropriately skilled workforce that will be empowered to render quality health and social development services that are comparable to world-class standards.

**APPOINTMENT OF /SUBJECT MATTER EXPERTS OR INDIVIDUAL/S TO DEVELOP AND MODERATE THE ASSESSMENT INSTRUMENTS FOR OCCUPATIONAL CERTIFICATE: 111142: SOCIAL COUNSELLING & 111143: SOCIAL COUNSELLING SUPPORT WORKER**

**REQUIREMENTS:**

- An understanding of the occupational qualifications sub-Frameworks (OQSF).
- Facilitation knowledge and experience in Social Counselling and/ or Social Work
- Previous work experience in Social Counselling or related field in developing assessment instruments.
- An understanding of how occupational qualifications are developed and implemented.
- Experience in the development of assessment instruments/Tools.
- Experience in developing and moderating assessment instruments for Occupational Qualifications in Social Counselling
- Knowledge of the Social Services and Health Sector needs and the specific skills required by stakeholders.

## QUALIFICATIONS REQUIREMENTS

### For the 2 X occupational qualifications in Social Counselling background:

- Qualifications: Diploma or Degree in Counselling and/ or Social Work experience
- **3 years** work experience in Social Work and, Counselling or related field
- **3 years** in developing, and/or moderating assessment instruments
- Contactable references for assessment development/ /moderating assessment instruments within the counselling sector or related field.
- Professional registration: Registered with applicable professional/regulatory body eg (SACSSP/ HPCSA)
- Sector experience: Prior work with HWSETA, QCTO, or related sector bodies will be an added advantage

### SPECIAL REQUIREMENTS TO ACCOMPANY THE APPLICATION:

- Application letter (clearly outlining reason for the application what one is
- Curriculum Vitae (CV) reference to Education within the Social Counselling, social work or related fields
- Two references on assessment instruments development and moderation
- Degree and/or Diploma in Social Counselling, Social Work or related fields
- Facilitation skills in Social Counselling, / Social Work or related field
- **Agreement (MOU) between the project manager and the owner of the business**
- Proof of registration on Central Supplier Database (CSD)
- A valid Tax pin
- A B-BBEE certificate
- An SBD 4 form
- Quotation of the required services (development and moderation of assessment instruments)

## FUNCTIONALITY REQUIREMENTS

**Note: that bids will be evaluated on functionality separately first. Bids scoring less than 70% on functionality will not be considered further in the evaluation and will be disqualified.**

**All bidders will be evaluated on the criteria indicated hereunder:**

1. Functionality	Points awarded
<b>Criteria 1:</b> 1.1 /Education (Degree, Diploma)  (10 points diploma; 15 points Degree)	<b>15 points</b>
<b>Criteria 2:</b>	

2.1 3yrs years' experience or related workplace experience in counselling (20 points for 3yrs and more; 0 points for less than 3 years)	<b>20 points</b>
<b>Criteria 3:</b> moderation and development of Assessment instrument experience (25 points for both) (0 points for no experience)	<b>25 points</b>
<b>Criteria 4:</b> 4.1 Two References on development and moderation of assessment instruments (7,5 per reference letter)	<b>15points</b>
<b>Criteria 5</b> Professional registration with /professional body in terms of qualification eg SACSSP OR HPCSA (10 points for registration; 0 points no registration)	<b>10 points</b>
<b>Criteria 5</b> 3 yrs facilitation, training, lecturing experience in the social counselling sector (15 points for 3yrs and more; 0 point for less than 2 yrs)	<b>15 points</b>
<b>TOTAL</b>	<b>100 points</b>
<b>TOTAL POINTS FOR PRICE</b>	<b>80</b>
<b>POINTS FOR HWSETA Specific Goals</b>	<b>20</b>
<b>51% - 100% Black (3)</b> <b>Less than 51% (0)</b>	<b>3</b>
<b>30% - 100% Women Ownership (3)</b> <b>Less than 30% (0)</b>	<b>3</b>
<b>30% - 100% Youth (5)</b> <b>Less than 30% (0)</b>	<b>5</b>
<b>20% or more Owned by people living with disability (4)</b> <b>Less than 20% (0)</b>	<b>4</b>
<b>All SMEs and QSEs (5)</b>	<b>5</b>

The closing date: **Wednesday, 27 May 2026**

Applications sent to **Ms. Portia Mampuru** on email [portiam@hwseta.org.za](mailto:portiam@hwseta.org.za) (011) 607 7016