



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

SAQA ID	Qualification Title	NQF Level	Number of Credits
121527	Occupational Health and Safety Practitioner	5	120
121929	Occupational Health and Safety Officer	5	120
121930	Occupational Health and Safety Assistant	4	44

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 A SUBJECT MATTER EXPERT OR INDIVIDUAL/S TO DEVELOP AND MODERATE THE ASSESSMENT INSTRUMENTS FOR 121527: OCCUPATIONAL HEALTH & SAFETY PRACTITIONER; 121929: OCCUPATIONAL HEALTH AND SAFETY OFFICER; 121930: OCCUPATIONAL HEALTH AND SAFETY ASSISTANT

REQUIREMENTS:

- An understanding of the occupational qualifications sub-Frameworks (OQSF).
- Facilitation and experience in Occupational Health and Safety
- Previous work experience in examination setting for Health and Safety qualifications
- An understanding of how occupational qualifications are developed and implemented.
- Experience in the development of assessment instruments/Tools.
- Experience in moderating assessment instruments for Occupational Health and Safety
- Knowledge of the Occupational Health and Safety Sector needs and the specific skills required by stakeholders.

QUALIFICATIONS REQUIREMENTS

- Qualifications: Diploma or Degree in Occupational Health and Safety (OHS) Experience:
- 3 years in occupational health and safety environment
- 3 years in developing and moderating assessment instruments

WORK EXPERIENCE:

- Two contactable references for assessment instrument development and moderating thereof

SECTOR CREDIBILITY:

- Professional registration: Registered with applicable professional/regulatory bodies e.g. SAIOSH
- Sector experience: Prior work with HWSETA, QCTO, or related sector bodies will be an advantage

SPECIAL REQUIREMENTS TO ACCOMPANY THE APPLICATION:

- Application letter (clearly specifying what one is applying for)
- Curriculum Vitae (CV) reference to Education within the Occupational Health and Safety
- Two references on development and moderation of assessment instruments
- Diploma or Degree in Occupational Health and Safety
- 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
- A completed SBD 4 form
- **Note: HWSETA will not do business with persons who are employed by the public sector.**
- Quotations of the required services (**development and moderation of assessment instruments for 121527; 121929; 121930**)

Please use the below table/s to guide you when preparing the quotes. The cost must be separated per qualification.

To develop and moderate assessment instruments - 121527: Occupational Health & Safety Practitioner

	Cost per developer	Number of sets	number of developers	Number of qualifications
develop assessment instruments		5	1	1

moderating of assessment instruments		10	1	1
Total				

EXPERT ADVICE - Per Issue Identified

Deliverables	Cost per moderator	Number of sessions	Number of moderators	Number of issues per qualification
develop assessment instruments		5	1	1
Total				

To develop and moderate assessment instruments - 121929: Occupational Health & Safety Officer

Deliverables	Cost per developer	Number of sets	Number of developers	Number of qualifications
develop assessment instruments		5	1	1
moderating of assessment instruments		10	1	1
Total				

EXPERT ADVICE - Per Issue Identified

Deliverables	Cost per moderator	Number of sessions	Number of moderators	Number of issues per qualification
develop assessment instruments		5	1	1
Total				

To develop and moderate assessment instruments - 121930: Occupational Health & Safety Assistant

Deliverables	Cost per developer	Number of sets	Number of developers	Number of qualifications
develop assessment instruments		5	1	1
moderating of assessment instruments		10	1	1
Total				

EXPERT ADVICE - Per Issue Identified				
Deliverables	Cost per moderator	Number of sessions	Number of moderators	Number of issues per qualification
develop assessment instruments		5	1	1
Total				

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
Criteria 1: 1.1 Qualification: Degree or Diploma 15 points Degree 10 points diploma 0 point for no qualifications	15 points
Criteria 1: 1.2 Years of experience: 3yrs Occupational Health and Safety experience or related workplace 5 points for 3yrs and more experience 0 points for less than 3yrs experience 3 years' experience in developing assessment instruments 7,5 points for 3yrs and more experience in developing EISA scripts	20 points

0 points for less than 3yrs experience in developing EISA scripts 3 years' experience in moderating assessment instruments 7,5 points for 3yrs and more experience in moderating EISA scripts 0 points for less than 3yrs experience in moderating EISA scripts		
Criteria 2: Work experience: Two References on development and moderation of assessment instruments. 10 points per reference letter 0 points for no letters	20 points	
Criteria 3: Sector credibility: 3.1 Professional registration with the Occupational Health and Safety regulatory/professional body in terms of qualification 15 points for professional registration 0 points for no professional registration	15 points	
Criteria 3 3.2 Sector experience: Prior work with HWSETA, QCTO, or related sector bodies will be an added advantage 10 points for sector experience 0 points for no sector experience	10 points	
Criteria 4 3 yrs facilitation, training, lecturing experience in the Occupational Health and Safety Sector 10 points 3 yrs Facilitation knowledge and experience in Social Counselling and/ or Social Work 0 points for no facilitation experience 3 yrs Facilitation knowledge and experience in Social Counselling and/ or Social Work An understanding of how occupational qualifications are developed and implemented	20 points	

10 points for an understanding of how occupational qualifications are developed and implemented 0 points for nonunderstanding of how occupational qualifications are developed and implemented	
TOTAL	100 points
TOTAL POINTS FOR PRICE	80
POINTS FOR HWSETA Specific Goals	20
51% - 100% Black (3) Less than 51% (0)	3
30% - 100% Women Ownership (3) Less than 30% (0)	3
30% - 100% Youth (5) Less than 30% (0)	5
20% or more Owned by people living with disability (4) Less than 20% (0)	4
All SMEs and QSEs (5)	5

The closing date: **The closing date has been extended from 15 July 2026 to 31 July 2026**

Applications sent to Ms. Portia Mampuru on email: portiam@hwseta.org.za; (011) 607 6900