PLACING AN ADVERT TO APPOINT ONE (1) SUBJECT MATTER EXPERT (SME) TO MODERATE THE ASSESSMENT INSTRUMENTS FOR THE FOLLOWING OCCUPATIONAL QUALIFICATION:

SAQA ID	Qualification Title	NQF Level	Number of Credits
99714	Occupational Certificate: Safety, Health and Quality Practitioner	5	256

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 ONE (1) SUBJECT MATTER EXPERT TO MODERATE THE ASSESSMENT INSTRUMENTS FOR SAQA ID: 99714 OCCUPATIONAL CERTIFICATE: SAFETY, HEALTH AND QUALITY PRACTITIONER.

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

For the occupational qualification Occupational Health and Safety background:

- 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
- Contactable references for assessment instrument development and moderating thereof
- 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 (if necessary)
- Proof of registration on Central Supplier Database (CSD)
- A valid Tax pin
- A B-BBEE certificate
- A completed SBD 4 form
- Quotation of the required services (development and moderation of assessment instruments)

Please see below table to assist in preparing the quotes to **reflect below costs separately per qualification** in your application:

OC: Safety, Health and Quality Practitioner- SAQA ID: 99714

					Estimated cost
Deliverables	**Cost per developer**	**Number of sets**	**Number of developers**	**Number of qualifications**	**Total cost**
moderating of assessment instruments		5	1	1	-
			Total		

EXPERT ADVICE - Per Issue Identified

					Estimated cost
Deliverables	**Cost per moderator**	**Number of sessions**	**Number of moderators**	**Number of issues per qualification**	**Total cost**
moderating 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 /Education (Degree, Diploma) (10 points diploma; 15 points Degree)	**15 points**
Criteria 2: 2.1 3yrs Occupational Health and Safety experience or related workplace (20 points for 3yrs and more; 10 points for 2 years' experience; 0 points for less than 2 years' experience) 3 yrs facilitation, training, lecturing experience in the Occupational Health and Safety Sector (15 points for 3yrs and more; 0 point for less than 3yrs)	**20 points + 15 points = 35 points**
Criteria 3: **Development and moderation of Assessment instrument experience** (25 points for both) (0 points for no experience)	**25 points**
Criteria 4: 4.1 Two References on development and moderation of assessment instruments (7,5 points per reference letter)	**15points**
Criteria 5: Professional registration with the Occupational Health and Safety regulatory/professional body in terms of qualification (10 points for registration; 0 points no registration)	**10 points**
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: **20 November 2026**
Applications sent to Ms. Mbalenhle Baloyi on email portiam@hwseta.org.za (011) 607 6900