



The South African Council on Higher Education (CHE) is an independent statutory body established by the Higher Education Act (Act No. 101 of 1997). As the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No 67 of 2008) it advises the Minister of Higher Education and Training on all higher education issues and is responsible for quality assurance and promotion through the Higher Education Quality Committee.

Applications are invited from interested and suitably qualified candidates for appointment to the following position:

**MANAGER
PROGRAMME ACCREDITATION
(3 YEAR FIXED-TERM CONTRACT)
TOTAL COST OF EMPLOYMENT PACKAGE
R733 257 – R863 748**

Reporting to the Senior Manager: Operations, the successful candidate will be required to:

- Manage and implement the internal and external operation of accreditation and re-accreditation-related processes (in terms of quality and accuracy of institutional submissions);
- Contribute to stakeholder meetings, working groups and committees, to keep abreast of relevant academic and policy developments and literature, assist in providing intellectual leadership relevant to the academic work of accreditation and reaccreditation and the CHE;
- Reviewing and producing high-level reports as related to accreditation and re-accreditation processes and liaising with the relevant institutions and stakeholders;
- Support the Senior Manager with the implementation of the relevant Committee decisions;
- Prepare accurate and error-free AC and HEQC agendas and minutes linked to accreditation and re-accreditation, the HEQSF, complaints and site visits;
- Manage the compilation of institutional profile information;
- Manage the background writing and screening process of applications for accreditation and reaccreditation;
- Provide academic leadership in planning, support, training and development activities of the directorate;
- Design and develop effective and efficient procedures, practices and workflows to ensure smooth running of the functions allocated;
- Manage responses to re-accreditation and related queries and complaints within agreed timeframes;
- Support the Director and Senior Manager with projects or tasks relevant to accreditation or re-accreditation.

The successful candidate should have:

A Master's Degree, preferably in Education/Social Sciences (a Doctor's degree will be an added advantage), and a minimum of two years' experience working in a higher education environment. Experience and knowledge of project and data management, IT systems and programme accreditation and/or of quality assurance will serve as recommendations.

Competencies (Knowledge/Skills/attributes):

The candidate must demonstrate the following competencies;

Knowledge of the regulatory environment for Higher Education; quality assurance and the accreditation processes of the CHE; sound organisational skills; high level of analytical skills; ability to conduct basic research and synthesise large amounts of information into reports; ability to manage projects and work in a team; excellent writing and computer application skills; Sound interpersonal and communication skills.

APPLICATION PROCEDURES

To apply please submit a completed job application form available from the CHE website (www.fempowerpersonnel.com), a CV and certified copies of qualifications accompanied by a detailed motivation regarding your suitability for the position, as well as how you meet each of the stipulated requirements. The names and contact numbers of three work related referees should be provided. **Applications not on the prescribed application form and submitted without the certified copies attached will not be considered.**

Applications must be forwarded to Fempower Personnel, for attention Ms. Lebogang Madika; either via e-mail to che3@fempower.co.za; alternatively by fax to 086 602 3541; or hand delivered to 10 Girton Road, Parktown North, Johannesburg.

Correspondence will be limited to shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. Shortlisted candidates will be required to undergo psychometric tests and competency assessments to determine their suitability for employment.

Further details pertaining to conditions of service including remuneration are available from +27 12 349 3872 or email Mashiane.m@che.ac.za The CHE is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.

Closing date: 06 March 2020.

No late applications will be considered.



