



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 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:

POSITION: SENIOR MANAGER
DIRECTORATE: INSTITUTIONAL AUDITS
TOTAL COST OF EMPLOYMENT PACKAGE:
R726 276 - R830 418 PA

The Institutional Audits Directorate is responsible for assessing quality assurance systems and promoting quality enhancement in higher education institutions.

Reporting to the Director: Institutional Audits, the successful candidate will be responsible for the following:

Contribute to the design and development of new institutional quality assurance processes; develop project plans for carrying out institutional quality assurance assessment; manage logistical aspects of institutional quality assurance processes, including liaising with higher education institutions; contribute to and support the quality enhancement work of the directorate; assist with directorate administration, including managing of staff and budgets; write and review reports, papers and other documents and give presentations; conduct research relevant to the work of the directorate; keep abreast of developments in higher education and the policy environment relevant to the directorate; participate in internal and external meetings and forums relevant to the directorate's work.

The successful candidate should have:

A Master's degree in a relevant discipline (a PhD would be preferable); a minimum of 5 years of undergraduate university teaching, academic development and/or quality assurance experience at a higher education institution; knowledge of institutional structures and processes at one or more higher education institutions; familiarity with quality assurance processes; at least 3 years of experience with managing projects; at least 2 peer-reviewed publications.

Competencies (knowledge/skills/attributes): The candidate must demonstrate the following competencies:

Conceptual and strategic thinking; good judgment; problem-solving skills; excellent writing and presentation skills; project management and organising skills; excellent interpersonal skills; ability to interact professionally with diverse individuals and groups; ability to meet strict deadlines and be results-oriented; meticulous attention to detail and ensuring accuracy of the work; ability to work under pressure; ability to work on a number of projects in parallel; ability to manage several other staff to ensure high-quality projects and events; willingness to put in extra time when needed; ability to develop and maintain good work related relationships; high level of professionalism and integrity; proficiency in standard computer applications.

The candidate must be willing to travel nationally periodically.

APPLICATION PROCEDURES

To apply please submit a completed job application form available from the CHE website (www.che.ac.za/newsroom/vacancies), 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 Affirmative Portfolios, for attention Sacha Meyerson via e-mail to recruitment@affirm.co.za by fax to 086 608 1238 or hand delivered to 1st Floor, Block A, 66 Rivonia Road, Sandton.

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: 27 January 2017. No late applications will be considered.

