



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:**

**RESEARCHER**  
**QUALITY ASSURANCE AND PROMOTION COORDINATION**  
**TOTAL COST OF EMPLOYMENT PACKAGE:**  
**R612 822 – R721 878 PA**

The Quality Assurance and Promotion Coordination Directorate is responsible for promoting integrative synergies among the quality assurance functions of the CHE; implementing quality promotion and capacity development projects; conducting research on global trends in quality assurance and their implications for the ongoing development of quality assurance in South Africa; developing and/or reviewing policies that support the implementation of the Higher Education Qualifications Sub-Framework (HEQSF); coordinating special strategic projects; and networking with regional and international quality assurance and promotion bodies.

**Reporting to the Director: Quality Assurance and Promotion Coordination, the successful candidate will be responsible for:**

- Conduct directed research on higher education policy, quality assurance and promotion, National Qualifications Framework (NQF) and the Higher Education Qualifications Sub-Framework (HEQSF), and other areas as would be determined from time-to-time;
- Disseminate findings of research through written and/or oral presentations at relevant local and/or international fora, as directed;
- Write, as a lead author or co-author, of research reports, policy documents, frameworks, good practice guides, book chapters and academic papers;
- Monitor developments and other changes in the legislation, policies and praxis related to higher education, quality assurance and promotion, and the National Qualifications Framework (NQF); and reporting about these developments or changes on a regular basis;
- Provide research and writing support to the Chief Executive Officer of the CHE;

- Draw up project proposals and plans, managing the implementation of projects, monitoring progress in the implementation of projects, and providing regular progress or status reports;
- Collect and process data or information from projects and other activities, maintaining up-to-date databases, and providing performance information data for quarterly and annual reporting purposes as well as for audit purposes;
- Provide assistance to the Director in strategic and operational planning, statutory reporting, organising events and managing special projects;
- Draft memos/letters and communiqués for internal and external stakeholders, as directed from time-to-time;
- Collate draft articles submitted by CHE staff for publication in the CHE newsletter, and preparing them for final editing; and
- Provide information to stakeholders on request, and attending to other stakeholder queries, as directed from time-to-time.

**The successful candidate should have:**

- Master's degree or an equivalent NQF level 9 qualification in Education or Social Science. PhD or an equivalent NQF level 10 qualification in the same fields of study would be an added advantage;
- At least 5 years' research experience in education policy or other areas of social development policy;
- At least 5 years' project management experience in a research and/or teaching and learning environment;
- Excellent computer skills, including the use of statistical data analysis packages;
- Demonstrable understanding of the National Qualifications Frameworks (NQFs) with particular emphasis on the South African NQF and the associated suite of policies;
- Demonstrable ability to author or co-author technical reports, academic papers and other research outputs; and
- Proven ability to work in a fast-paced and deadline-driven work environment.

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

- Academic writing
- Attention to detail
- Commitment
- Computer and other digital technologies
- Conceptual and system thinking
- Confidentiality
- Critical analysis
- Dependability

- Emotional intelligence
- Ethics and professionalism
- Integrity and sincerity
- Interpersonal Skills
- Networking
- Organising and coordination
- Project planning, implementation, monitoring and evaluation
- Qualitative data analysis
- Quantitative data analysis
- Research methods
- Team work
- Trustworthiness

### **APPLICATION PROCEDURES**

To apply please submit a completed job application form available from the CHE website ([www.che.ac.za/newsroom/vacancies](http://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](mailto: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](mailto: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: 10 March 2017. No late applications will be considered.**

