



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 positions:

**SENIOR MANAGER
NATIONAL STANDARDS AND REVIEWS
TOTAL COST OF EMPLOYMENT PACKAGE:
R674 979 – R795 090 p.a.**

The CHE seeks to appoint a Senior Manager in the integrated directorate dealing with Standards Development for higher education qualifications and National Reviews of higher education programmes. The position offers exciting opportunities for the incumbent to engage in quality assurance projects influencing higher education standards and quality of delivery of programmes in selected fields of study.

Reporting to the Director: National Standards and Reviews, the successful candidate must have the ability to perform at the level of a Senior Manager in the following areas:

Contributing to the development and implementation of the framework, structures and processes for the development of standards for qualifications offered by higher education institutions and national reviews of programmes; implementation of standards development and national review projects and activities, as well as oversight of the relevant administrative functions; liaison with higher education institutions, professional bodies, academic associations and other relevant parties; compilation, analysis and reporting on data and information related to standards development and national reviews; and conducting research in these areas; supervising and managing relations with and between personnel employed in the directorate; managing and monitoring the strategic plans and the budget of the directorate.

The successful candidate should have:

A Master's degree (a doctorate would be an added advantage) and a minimum of five years' experience working in the higher education environment; in particular, standards development, programme reviews/evaluation, and/or quality assurance. The key competencies required include knowledge of the higher education system and higher education policy, in particular, the role of the Quality Councils in the context of the National Qualifications Framework, including the

Higher Education Qualifications Sub-Framework; excellent research, analytical and writing skills; excellent project management, co-ordination, communication and organisational skills; excellent interpersonal skills; the ability to manage and work in a team; the ability to perform multiple tasks, work under pressure to meet tight deadlines.

Competencies (knowledge/skills/attributes):

The candidate must demonstrate the following competencies:

Critical and conceptual thinking; good judgment; problem-solving skills; excellent writing and presentation skills; project management and organising skills; excellent interpersonal skills; ability to interact with diverse individuals and groups; ability to meet strict deadlines and be results oriented; meticulous attention to detail and ensuring the 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; systems thinking; ability to develop and maintain relationships; high level of professionalism and integrity.

ORGANISATIONAL SECRETARY
TOTAL COST OF EMPLOYMENT PACKAGE:
R569 538 – R670 890 p.a.

Reporting to the Director: Quality Assurance and Promotion Co-ordination, the successful candidate will be responsible for the following:

Providing administrative support to the governance structures and co-ordinating the development of the organisation's planning and reporting processes; provide secretariat services to the CHE Council and Committees; coordinate arrangements and provide logistics support for CHE meetings; coordination and management of quarterly and annual report; co-ordinate the development of the CHE's Strategic Plan and Annual Performance Plan (APP); Keep a database of contact details, membership terms, remuneration; compile annual calendar of meetings; compile documentation; distribute copies to members; manage the receptionist.

The successful candidate should have:

A three year Chartered Institute of Secretaries qualification or National Diploma in Commercial Law or other relevant qualification. (An honours degree will be an added advantage); a minimum of 5 years' experience in the secretariat function or in the corporate governance environment; knowledge and understanding on corporate governance principles and best practices.

Competencies (knowledge/skills/attributes):

The candidate must demonstrate the following competencies:

Document management and archiving; PFMA and Treasury Regulations; Principles and practice of Corporate Governance; King III; Risk Management; Protocols; CHE policies and procedures; Planning, organising and coordinating; Analytical skills; Minute taking skills; Administration skills; Report Writing; Computer; Attention to detail; Interpersonal relations; Show initiative; Customer orientation; Flexibility/Adaptability.

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 IT Empowerment Consulting, for attention Lorraine Kasonga via e-mail to Lorraine@iteconsulting.co.za by post to PO Box 100062, Moreleta Park, 0044 or hand delivered to Monument Office Park, Block 6, Room 6-202, Cnr Elephant Street and Steenbok Avenue, Monument Park.

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: 30 March 2016 at 12:00. No late applications will be considered.