



The Higher Education Quality Committee (HEQC), a permanent committee of the Council on Higher Education (CHE), is responsible for quality assurance in public and private higher education within the framework of the Higher Education Act and the SAQA Act and regulations.

Applications are invited for the following position in the CHE.

**Directorate: Institutional Audits**

**Position: Manager**

**Cost to company package: R380 177 – R440 679 (depending on qualifications and experience)**

Reporting to the Director of Institutional Audits directorate, the successful candidate will be responsible for contributing towards the roll-out of the HEQC audit system; coordinating and managing the audit of public and private providers of higher education. This includes liaising with higher education institutions, supervision of logistical arrangements, analysis of documentation and development of audit schedules and reports, etc; working collaboratively with other HEQC and CHE directorates on institutional audit related projects; assisting the Director in managing and supervising staff and consultants; assisting the Director in developing and monitoring budgets; managing the maintenance of audit-related databases; and liaise with Monitoring and Advice directorate in the production of reports for and from audits.

**The incumbent should have:**

A Masters degree is required, and a minimum of 3 years experience in teaching, research, and management at a higher education institution. Knowledge and experience of higher education institutional audits will be a strong recommendation. The key competencies, which have been identified as relevant and necessary for this position to be carried out effectively include an understanding of higher education, quality assurance and audit related issues in South Africa and internationally; ability to provide strategic and intellectual leadership to projects; ability to execute projects efficiently and effectively; ability to apply research skills to projects; ability to multi-task under pressure and to work to tight deadlines; high level writing and presentation skills; very good verbal communication skills; good interpersonal skills and ability to work in a team; excellent computer application skills; and ability to manage people.

The total cost of employment package represents the total package, inclusive of medical aid and pension/provident contributions and an annual bonus. The CHE is an equal opportunity, affirmative action employer.

Applicants are strongly urged to visit the CHE website at <http://www.che.ac.za> to familiarize themselves with the work of the CHE and HEQC. Applications setting out compliance with post requirements and motivations for eligibility for the position, accompanied by a comprehensive CV and certified copies of qualifications must be posted to the Human Resources Administrator, Council on Higher Education, P.O. Box 94, Perseus Technopark, 0020. Applications can also be forwarded electronically to [Maqubela.p@che.ac.za](mailto:Maqubela.p@che.ac.za). All enquiries must be directed to Ms. Pearl Maqubela on (012) 349 3872.

The closing date for all applications is **12 March 2010**

The CHE reserves the right not to make an appointment. This position is based in Pretoria. Only shortlisted candidates will be contacted. If you have not heard from us within 30 days after the closing date, please consider your application as unsuccessful.