



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 amended). As the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No. 67 of 2008, as amended) it advises the Minister of Higher Education, Science and Innovation on all higher education matters, and is responsible for quality assurance and promotion through the Higher Education Quality Committee (HEQC).

The Research, Monitoring and Advice (RMA) Programme is responsible for conducting research and collating information on developments in higher education and publishing the information for the benefit of the higher education sector and its stakeholders. It also undertakes research that informs advice to the Minister of Higher Education, Science and Innovation, in accordance with the advisory mandate of the CHE. Such research includes monitoring and evaluation. The Programme furthermore convenes research conferences, colloquia, seminars and symposia to provide platforms for intellectual engagements on topical issues that have a bearing on the higher education sector. It similarly produces discussion papers referred to as *Briefly Speaking* to stimulate sector-wide discourses on contemporary national and/or global issues.

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

**POSITION: SENIOR MANAGER: RESEARCH, MONITORING AND  
ADVICE**

**DIRECTORATE: RESEARCH, MONITORING AND ADVICE**

**TOTAL COST OF EMPLOYMENT PACKAGE**

**R 1 105 383. 00PA (INCLUSIVE OF BENEFITS)**

**The CHE seeks a person with relevant expertise and appropriate level of experience to be appointed to this position. The successful candidate will be reporting to the Director: Research, Monitoring and Advice.**

#### **Key responsibilities**

- Conceptualising research projects and preparing research proposals and project plans, on approved topics or themes
- Providing intellectual leadership to teams working on approved research and monitoring projects

- Monitoring developments in higher education globally, and assessing the implications of the key global developments on the higher education sector in South Africa and the Southern African Region
- Coordinating and monitoring projects commissioned out to external research experts, and managing contracts of the external research experts
- Reviewing draft research outputs produced by in-house and external researchers, and making recommendations for improving their quality
- Drafting advice and policy briefs informed by findings of properly designed and executed research
- Disseminating relevant research information, including research findings, at conferences, colloquia and symposia, as well as in scholarly publications
- Drafting reports and other relevant documents required to serve at meetings of the Monitoring, Research and Advice Committee (MRAC) and/or Council
- Managing Task Teams or Working Groups set up to assist in formulating advice
- Participating in internal intellectual discourses within the Research, Monitoring and Advice Programme and the broader CHE, as well within relevant external forums
- Mentoring research interns and other staff members within the Research, Monitoring and Advice Programme who are at early stages of their research careers
- Working with other staff members in the Research, Monitoring and Advice Programme to organise seminars, colloquia, conferences and other intellectual engagement forums
- Participating actively in the processes of preparing annual operational plans for the Research, Monitoring and Advice Programme; monitoring execution of the plans; and preparing quarterly reports on progress in relation to the execution of the operational plans
- Supporting the Director: Research, Monitoring and Advice, in exploring opportunities for external funding of research projects, and in preparing applications for funding to the relevant local and/or international research funding agencies or bodies
- Deputising the Director: Research, Monitoring and Advice; and undertaking other duties that would be assigned from time-to-time by the Director: Research, Monitoring and Advice

### **Minimum requirements**

- Research-based Master's degree, preferably in Education or other closely related Humanities and Social Science disciplines. A doctorate degree in similar disciplines would be accorded more preference
- Five (5) years' demonstrable research experience focusing on, or related to, higher education
- Two (2) years of middle management experience in a research environment, preferably in a university or science council
- Three (3) scholarly papers or book chapters published within the last five (5) years in journals or books that are recognised by the Department of Higher Education and Training (DHET)

- Three (3) conference presentations within the last five (5) years
- Demonstrable experience in organising intellectual engagement events such as conferences, colloquia and seminars
- Good understanding of the higher education policy and legislative frameworks
- Above average academic writing skills
- Above average academic review and/or editing skills
- High level project management skills
- Proficiency in computer skills, including the use of statistical data analysis packages

## **Competencies**

- Academic rigour
- Academic writing
- Attention to detail
- Conceptual, strategic and systems thinking
- Critical analysis
- Deadline conscious
- Emotional intelligence
- Facilitation of events
- Knowledge management
- Management of intellectual property
- Planning and organising
- Problem solving
- Project management
- Organisational commitment
- Quality conscious
- Qualitative research
- Quantitative research
- Research ethics
- Research philosophy in Education, Social Sciences or Humanities
- Stakeholder engagement
- Verbal and written communication

## **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 details (including telephone numbers) of three work-related referees should be provided. **Applications not on the prescribed application form and submitted without certified copies of qualifications attached will not be considered.**

**Applications must be forwarded to Affirmative Portfolios, for attention Destiny Penniken via e-mail to [recruitment@affirm.co.za](mailto:recruitment@affirm.co.za) or hand delivered to 14 Petunia Street, Corner Main Road, La Rocca Office Park, Block E, Bryanston.**

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). Enquiries about the technical aspects of the position may be directed to [Saidi.A@che.ac.za](mailto:Saidi.A@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: 28 July 2023**

**No late applications will be considered**