



Central University of  
Technology, Free State

# JOIN THE TEAM

Customer service

Integrity

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Excellence

## Quality Enhancement Advisor (Accreditation) (P7)



Bloemfontein Campus

TEACHING AND LEARNING | Institutional Planning and Quality Enhancement | Ref 1662



About the  
position

### Main purpose of the job

To provide technical advice on programme and curriculum design with a view to enhance the quality of the submissions for approval, accreditation and registration of academic programmes. To manage quality assurance activities for new programme approval and submission of programmes to the DHET, CHE and SAQA, as approved by Senate.

### Main tasks

- |                                                                                                                              |                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Facilitate the implementation of the CUT protocol for the accreditation of academic programmes.                           | 2. Development of institutional frameworks, policy and procedure in relation to the standards and compliance outlined within Post Schooling Education and Training (PSET). |
| 3. Manage the HEQC and HEQSF Online Accreditation Systems, PQM Clearance by DHET and registration of qualifications by SAQA. | 4. Administration and record keeping of all programme related documentation.                                                                                               |
| 5. Capacity building and cultivation of culture of quality assurance and enhancement.                                        | 6. Ad-hoc functions as delegated by the Deputy Director                                                                                                                    |
| 7. Maintaining the Programme Qualification Mix of the university.                                                            |                                                                                                                                                                            |



About the  
appointment

### Nature of appointment

Permanent support services

### Minimum salary scale (Total Cost to Company)

R705 015 (2020 Salary Scales still to be finalised)



What are we  
looking for?

### Minimum Qualification/ Knowledge and/or Experience

- A relevant post-graduate qualification at NQF Level 8, preferably in Higher Education
- A minimum of 5 years' experience of academic planning and quality assurance in higher education.
- Proven engagements with statutory accreditation agencies such as DHET, CHE, SAQA, and other related accreditation agencies in higher education

### Desired Qualification/ Knowledge and/or Experience

- Masters level degree (NQF level 9) with the specialization in the field of quality assurance in higher education, higher education policy and management or related fields.
- More than 5 years related experience
- Quality Assurance - related training will be a recommendation



Interested?

### Job-Related Enquiries

Dr AA Szubarga ☎ 051 507 3008 ✉ [szubarga@cut.ac.za](mailto:szubarga@cut.ac.za)

### Remuneration, Benefits and Process Enquiries

Recruitment Office ☎ 051 507 3012 ✉ [jobs@cut.ac.za](mailto:jobs@cut.ac.za)

To find out more or to apply, visit [www.cut.ac.za/careers](http://www.cut.ac.za/careers) or send an email to [jobs@cut.ac.za](mailto:jobs@cut.ac.za)

**CLOSING DATE FOR APPLICATIONS – 7 February 2020**

THINKING BEYOND