

TEACHING AND LEARNING Institutional Planning and Quality Enhancement

POST TITLE	Deputy Director: Quality Enhancement <i>Bloemfontein Campus</i>		
REFERENCE NUMBER	• 921	CLOSING DATE FOR APPLICATIONS	• 15 November 2019
POST LEVEL	• P6	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Relevant Master's Degree • 5 years management exposure, with 3 years in quality assurance environment. 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • Relevant Doctoral Degree • 8 years management exposure, with 5 years in quality assurance environment. 		
DIRECT ENQUIRIES TO	• Dr AA Szubarga at 051 507 3008 or szubarga@cut.ac.za		

MAIN TASKS

1. Develop and manage integrated institutional Quality Enhancement strategy/plans/framework/guidelines	2. Develop the management protocol of the HEQC/HEQSF online registration in line with DHET PQM clearance and programme funding; CHE accreditation of programmes and ensure registration of qualifications in line with SAQA and Professional or Statutory Bodies requirements
3. Ensure management of programme database system and updating of PQM on continuous basis	4. Manage and ensure the quality of institutional submission for accreditation
5. Develop guidelines for the institution-wide institutional audits and programme reviews	6. Promote departmental engagement with internal and external quality assurance and enhancement guidelines as per Council on Higher Education (CHE) and South African Qualifications Authority (SAQA) requirements
7. Develop guidelines for various quality structures in response to quality culture within the institutions	8. Ensure that faculty/support division-based quality assurance and enhancement processes are implemented, reviewed and updated periodically to reflect changes in requirements by the university
9. Promote a timely and effective completion of annual quality improvement plans	10. Develop and manage the preparations of periodic internal and external reviews and ensure approval by Senate
11. Develop reports and budgeting on behalf of the unit	12. Manage and monitor functional expenditure within budget parameters
13. Perform ad hoc task from Line Managers	

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - A completed and signed CUT application form;
 - A comprehensive Curriculum Vitae;
 - A **certified** copy of a South African identity document or a passport;
 - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.

- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za