



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 Management of the HEQSF Sub-programme is responsible for oversight of the implementation of the Higher Education Qualifications Sub-framework (HEQSF), which include establishing and maintaining a single comprehensive database for all higher education qualifications, the associated learning programmes, student enrolments and achievement for public and private institutions and capacity development in the sub-programme; and to ensure meaningful contribution to the 'system of collaboration' as envisaged in section 13(1)(f) of the NQF Act through active involvement in joint projects on NQF-related matters with SAQA, other quality councils, the DHET and professional bodies. The sub-programme also has the responsibility of supporting institutions to implement policies related to the HEQSF.

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

POSITION: ADMINISTRATOR
SUB-PROGRAMME: MANAGEMENT OF THE HIGHER EDUCATION
QUALIFICATIONS SUB-FRAMEWORK (M-HEQSF)
BASIC SALARY (EXCLUDING BENEFITS)
R 338 106.00 PA

Reporting to the Director, the successful candidate will be responsible for the following:

- Identify data sources and collate information relevant to the work of the Sub-programme.
- Conduct primary research as and when requested.
- Keep track of publications and ensure they are available when needed.
- Format documents, reports, information as and when requested.
- Assist with information-related queries when required.
- Capture information as requested.
- Develop and maintain an electronic document filing system.
- Develop and maintain relevant databases.
- Disseminate relevant information.
- File all documentation and correspondence received in the file plan.
- Archive attendance lists, agendas, minutes and other documents from meetings and events.

- Maintain updated lists of committees and working group members and their contact details.
- Input and update data in the directorate database.
- Timely provide documents upon request.
- Maintain confidentiality of records and documents.
- Coordinate meetings and workshops.
- Draft and distribute meeting agendas and relevant documentation.
- Book, collect and set up equipment needed for meetings.
- Arrange venues, catering and other requirements for meetings.
- Collaborate with the Executive Administrator to ensure that all logistical requirements, including Supply Chain Management (SCM) processes, are completed in accordance with applicable procedures and timelines.
- Compile, copy, collate and distribute documents and stationery for meetings.
- Reconcile general ledger statements.
- Process invoices and travel claims.
- Facilitate the contracting and payment of peer academics.
- Maintain that all the equipment in the area of responsibility is in good working order.
- Serve as the primary point of contact in the area of responsibility.
- Respond to routine queries and provide information to stakeholders.
- Arrange meetings between stakeholders and Team members.
- Build and maintain relationships with internal and external stakeholders.
- Interact with stakeholders about information required by them or from them.

The successful candidate should have:

Diploma in Administration/Management or relevant equivalent qualification.

2-3 years' experience in an Office administration or similar role.

Strong Microsoft Office 365 proficiency, including expertise in MS Word, Excel, PowerPoint, and Outlook.

Competencies (knowledge/skills/attributes): The candidate must demonstrate the following competencies:

Ability to demonstrate organizational commitment and to develop and maintain relationships with internal and external stakeholders. The candidates must be quality and detail oriented and have high levels of planning and organizational. Analytic and problem-solving skills are a must in addition to good verbal and written communication skills. Candidates must be good team players and be able to exercise good judgment in making decisions

APPLICATION PROCEDURES

To apply please submit a completed job application form available from the CHE website (www.che.ac.za/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 H&S Labour Brokers, for attention Elginita Moodley via e-mail to che003@hslabour1.co.za

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 Mashiane.m@che.ac.za. Details related to the technical aspects of the position may be directed to Dlamini.p@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: 03 July 2026.

No late applications will be considered.

