



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), and established as the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No. 67 of 2008, as amended). It is mandated to advise 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 Accreditation Sub-programme assesses the quality of provision of specific programmes and/or qualifications to formally recognise the institution and/or the programmes as having met certain predetermined criteria or standards of quality. It does this through accrediting new programmes to be offered by institutions, evaluating and approving institutional requests for extending programme offerings to other delivery sites and undertaking site visits to verify the capacity of higher education institutions to offer quality programmes in line with the accreditation applications that were submitted, working closely with respective professional bodies in the domain of professional qualifications.

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

**POSITION: ADMINISTRATOR
SUB-PROGRAMME: ACCREDITATION
BASIC SALARY (EXCLUDING BENEFITS)
R338 106.00 PA**

Reporting to the Senior Manager: Accreditation, the successful candidate will be required to:

- Review, analyse, and verify programme accreditation applications to ensure completeness, accuracy, compliance with CHE and SAQA requirements, and alignment with HEQSF.
- Receive, collate, capture, and maintain accurate records of committee proceedings, including, minute-taking, and the recording of committee resolutions and decisions.

- Quality assures outcome letters by verifying the alignment with committee minutes, and system data.
- Capture and process programme backgrounds on the system, ensuring the integrity, accuracy, and completeness of accreditation records.
- Draft letters for the Senior Manager and Programme Accreditation Subprogramme as required.
- Support capacity development initiatives and stakeholder engagement activities, including providing administrative support for workshops, training sessions, and engagements with new and prospective higher education institutions.
- Provide administrative and operational support to the Programme Accreditation Subprogramme by contributing to subprogramme projects, quality enhancement initiatives, and other activities within the scope of the position as assigned by management.

Minimum Requirements:

- A relevant Bachelor's degree in Education, English, Information Management, Social Sciences or other relevant discipline.
- Three years' experience in the field of higher education or information management.
- Excellent analytical and report writing skills.
- Proficiency in basic computer programmes.
- Sound organisational and administrative skills, including meticulous attention to detail.

APPLICATION PROCEDURES

To apply please submit a completed job application form available from the CHE website (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 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 che002@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 +27 12 349 3872 or email Mashiane.m@che.ac.za. Details related to the technical aspects of the position may be directed to Masha.r@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.

