

The Council for Quality Assurance in General and Further Education and Training (Umalusi) is a statutory Quality Council which quality assures education provision in General and Further Education and Training. This body seeks to appoint suitable persons with the relevant qualifications and experience to the following posts. The Council intends to promote representivity through the filling of these posts.

Manager: Curriculum (Re-advertisement)

Salary: All-inclusive remuneration package of R532 278 per annum
(Ref. QCC/04/001)

Requirements: • Master's degree in Education or related field • 3-5 years' experience in educational management • Experience in the management of educational research • Minimum of 3 years' experience in curriculum development and/or evaluation • Well-developed conceptual and communication skills (written and verbal) • Extensive knowledge of the South African education and training system, especially knowledge of the qualifications in General and Further Education and Training • Experience in the schooling, TVET college and/or AET sectors • Self-motivated and self-managing, but also a good team player • Ability to work effectively with a range of stakeholders, and take the lead when required • Insight into other aspects of education such as standards development, large-scale testing, evaluation practices, and assessment design would be advantageous.

Duties: • Jointly manage and coordinate the work of the sub-unit responsible for the evaluation of curricula • Plan, implement and manage evaluations of qualifications and/or curricula, including the development of the necessary evaluation instruments curricula • Provide guidance in terms of curriculum development processes to assessment bodies • Edit and write reports • Comment critically on policies, proposals and reports • Monitor the uptake of research recommendations, arrange workshops and coordinate the dissemination of research information • Assist in the development of Umalusi's approach to setting standards for new and existing qualifications • Assist, if required, in the development of qualifications • Support cross-cutting work in the organisation • Work skilfully with a diverse range of stakeholders.

Note: Candidates who applied previously need not re-apply as their applications will still be considered

Team Leader: Independent Schools

(4-year contract appointment)

Salary: All-inclusive remuneration package of R429 692 per annum
(Ref. UMA/E&A/04/002)

Requirements: • 4-year post-Matric qualification in an education field. A postgraduate degree in Education Management or Education Policy will be an added advantage • Over 7 years' experience in school management • Proven understanding of the South African quality assurance legislative framework, including the country's quality assurance landscape • In-depth understanding of quality assurance approaches/models • Proven experience and in-depth understanding of Umalusi's evaluation and accreditation system for independent schools • Proven understanding of the distinctiveness of independent schools, and in particular their quality assurance • Understanding of the Curriculum and Assessment Policy Statements (CAPS) • Strong administration and interpersonal skills • Good verbal and written communication skills • Strong computer literacy • Valid driver's licence and own car • Willingness to travel extensively for extended periods.

Duties: • Manage and coordinate the online and manual evaluation of self-evaluation reports and portfolios of evidence that are submitted by independent schools as part of their application for accreditation • Plan and manage and/or conduct desktop evaluation and site verification visits in accordance with Umalusi's requirements/standards, including the moderation of desktop and site verification reports, and development of credible accreditation reports • Comply at all times with Umalusi's tight timelines • Provide/explore innovative ideas/measures for the ongoing improvement of Umalusi's evaluation and accreditation system • Manage a highly qualified and experienced team of evaluators and subject specialists • Maintain a clean database of independent schools • Perform any other related tasks that may be assigned by Umalusi • Subject yourself to Umalusi's performance management system.

Junior Statistician: Research

Salary: All-inclusive package of R348 835 per annum (Ref. UMA/SIR/003)

Requirements: • BSc Honours degree in Mathematical Statistics/Applied Statistics/Statistics • At least 2 years' experience in data mining and statistical analysis • Competency in the following statistical software will be an added advantage: SAS, STATA and SPSS • Experience in survey designs, data capturing, sampling and data analysis • Dynamic, self-motivated, self-managing and able to work under pressure • Valid driver's licence. *Essential criteria:* • Proven knowledge of data mining using SAS and SQL • Proficiency in Microsoft Excel, Access and PowerPoint.

Duties: • Handle the statistical aspects of research conducted by Umalusi • Assist in the maintenance and development of an adequate in-house database for the extensive analysis of assessment results for Umalusi • Provide support to all Umalusi units in terms of their statistical requirements.

Telephonic enquiries may be done at (012) 349-1510. Written applications with a comprehensive Curriculum Vitae and three contactable references must be forwarded to