

**CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL
COMMITTEE FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030**

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Research Forum (RF): Reference no: RF/04/002

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Emmanuel Sibanda,
Email address: Emmanuel.Sibanda@umalusi.org.za

Please note:

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

Required documents:

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked **"RF: Reference no: RF/04/002"** should be forwarded to umalusi.researchforum@umalusi.org.za on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE FOR RESEARCH FORUM

2026

1. Control Sheet

	Responsibility	Date	Signature
Compiled:	SIR		
Recommended:	Executive Manager: Qualifications & Research		
Recommended:	Chief Executive Officer		
Approved:	Umalusi Council		

1. Introduction

- 1.1. The National Qualifications Framework Act, 2008 (Act No. 67 of 2008), as amended provides for Umalusi as a Quality Council responsible for the development and management of the General and Further Education and Training Qualifications Subframework (GFETQSF).
- 1.2. The object of Umalusi's founding act, the General and Further Education and Training Quality Assurance Act, 2001 (as amended in 2008), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard-setting approach that is focused on the following key areas:
 - i. qualifications, curriculum, and certification;
 - ii. quality assurance of assessment at exit points of qualifications that are registered on the GFETQSF;
 - iii. quality assurance of provision; and
 - iv. statistical information and research.

2. Umalusi's Statistical Information and Research

- 2.1. As articulated in the GENFETQA Act (Act 58 of 2001), as amended, Umalusi is mandated to set and monitor educational standards in General and Further Education and Training in South Africa, conduct or commission and publish research on issues of importance to the development and implementation of its qualifications sub-framework as well as to advise the ministry of education on any matter that relates to the improvement of the quality of education in the country.
- 2.2. The mandate is carried out through the Statistical Information and Research (SIR) unit, which conducts various types of research in areas that relate to the key functions of Umalusi. The findings that flow from such research contribute to the improvement of quality education in the GENFET sector and the foundation of the theoretical basis for all the professional work Umalusi engages in. Additionally, the research findings inform critical policy decisions that relate to Umalusi's mandate, specifically on the key indicators of quality and standards in general, and further education and training. The work of the SIR unit includes leading research and statistical analysis, providing statistical support for the work of other units, providing support during the standardisation of examination results, and establishing and maintaining databases.

3. Structure and Composition of the Forum

3.1. Structure

- 3.1.1. The chairperson of the Research Forum shall be a member of Umalusi Council.
- 3.1.2. The Research Forum, established by Council, shall consist of members, equitable in respect of gender and race.
- 3.1.3. In the absence of the Research Forum Chair, the CEO or a delegated Senior Manager will chair the meetings.

3.2. Composition

The RF consists of professionals in education with specific knowledge and expertise in conceptualising, designing, and evaluating research projects in the general and further education and training sector (schools, colleges and adult education and training).

4. Functions of the Forum

4.1 Members serving on the Research Forum will provide input and support to Umalusi's Statistical Information and Research unit. The Forum strengthens the research function in the organisation through support and guidance provided to the Statistical Information and Research unit with regard to:

- i. Providing research advice;
- ii. Providing strategic input in terms of research direction;
- iii. Providing a platform for networking with other research organisations;
- iv. Promoting the dissemination of research findings through Umalusi's publications and other media;
- v. Assist with conceptualisation of some seminars and webinars.

4.2 The Forum member must:

- i. Be familiar with the Forum Terms of Reference;
- ii. Inform the Chairperson of the Forum of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
- iii. Consider all Forum-related information as confidential unless otherwise directed by the Chairperson of the Forum;
- iv. Immediately return to the Forum all information that belongs to the Forum or Council on termination of membership for whatever reason;
- v. At all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the Forum; and
- vi. Not unfairly discriminate against any person, party or organization; (h) demonstrate respect for human dignity in all aspects of the Forum's functions.

5 Frequency of meetings

- 5.1.1. The Research Forum must have at least two meetings per year.
- 5.1.2. The chairperson of the forum has the power to call meetings of either the full forum or selected members of the forum as s/he deems necessary.
- 5.1.3. Forum members shall attend a minimum of one meeting per year to retain membership.

6 Quorum

A representative quorum for meetings is a majority of members present. The nature of the Research Forum does not require a quorum.

7 Term of office

The term of membership will be for a period of four (4) years, which will run concurrently with the term of the Umalusi Council.

8 Reporting procedure

Any advice or recommendation or action of the Forum will be reported to the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation.

9 Secretariat

- 9.1. The SIR unit will provide the secretariat services for the Forum, which will carry out all administrative functions related to the Forum, including the booking of travel and accommodation, processing of claims and honorariums, and convening and minuting of the Forum meetings.
- 9.2. The SIR unit will also provide all the necessary reports, documentation, information, and recommendations in order to assist the Research Forum members in executing their duties effectively.
- 9.3. Any non-emergency alterations to the prior agreed-upon bookings will be for the member's account.

10 Remuneration, travel, and accommodation of members of the Forum

Members of this Forum will be remunerated as per the tariffs approved by the Minister of Basic Education and Umalusi Council.

11 Amendments of the Terms of Reference

- 11.1. All clauses in this Terms of Reference may be amended by way of a decision of the Council.
- 11.2. The Council may, by unanimous vote, amend the Terms of Reference without notice.

12 Evaluation

The Council must determine the process for the evaluation of the effectiveness of the Forum.

13 Review of the Terms of Reference

The TOR will be reviewed annually.