



COUNCIL ON HIGHER EDUCATION (CHE) VACANCY

The Council on Higher Education (CHE) invites applications from suitably qualified candidates for the position of **Principal Accreditation & Compliance Officer**.

Purpose of the Job

The purpose of the job is to facilitate compliance with the provisions for accreditation of programmes, registration of institutions and the auditing of institutions in accordance with the Higher Education Act, 2004.

Key Accountabilities

- ✓ Facilitates compliance with legislative and regulatory requirements and makes appropriate recommendations for consideration by Council;
- ✓ Works in consultation with the Registrar to organize consultative meetings with private higher education institutions that wish to file for registration;
- ✓ Performs a desk analysis to assess completeness of submissions for programme accreditation;
- ✓ Facilitate the constitution of programme accreditation panels and review teams;
- ✓ Makes logistical arrangements for the site visits and accompanies accreditation panels and review teams to study sites;
- ✓ Monitors compliance by identifying and recommending appropriate action on institutions that either operate illegally or offer programmes that have not been accredited;
- ✓ Reviews reports of programme accreditation and programme review in order to monitor compliance and take appropriate action to promote compliance by higher education institutions;
- ✓ Monitors compliance with procedures and regulations with regard to registration or accreditation by compiling up-to-date database for registered and accredited programmes to ensure compliance and customer satisfaction;
- ✓ Monitors reports in the media and other sources and takes appropriate action to ensure compliance with set standards.

Essential Requirements:

Qualifications: Postgraduate Degree in Education Management with focus on quality assurance in higher education or measurement & evaluation or Equivalent Qualification.

Experience: At least 5 years relevant work experience

Key competencies:

- ✓ Knowledge of the higher education system and the Higher Education Act, 2004
- ✓ Analytical thinking skills; critical thinking skills and strategic awareness
- ✓ Ability to work without close supervision
- ✓ Strong organisational and communication skills
- ✓ Knowledge of quality assurance processes and tools
- ✓ Customer focus and delivery orientation
- ✓ Ability to work in a team setting
- ✓ Knowledge and understanding of the Qualifications Framework for Lesotho
- ✓ Working Experience in Higher Education Institutions would be an added advantage

To apply: Application letters accompanied by detailed Curriculum Vitae, certified copies of academic certificates and transcripts and names of three referees and their contact details must be sent to:

The Chief Executive
Council on Higher Education
P.O. Box 14046
Maseru 100
Lesotho

Or hand delivered at the CHE offices located at **LNDC, DEVELOPMENT HOUSE, BLOCK D, LEVEL 6** by **4:00p.m.** on **Friday 1st March, 2013**. **Late applications will not be accepted.**

For a more detailed job profile please visit our Website: www.che.ac.ls

- **Only applications which meet the required criteria will be considered.**
- **Only short-listed candidates will be contacted.**