

**Applications are invited from interested person(s) for  
the under mentioned post.  
Advert is open to external candidates.**

**CENTRE FOR QUALITY PROMOTION AND ASSURANCE  
QUALITY PROMOTION OFFICER REF:..CQ05**

**A dynamic Quality Promotion Officer (QPO) is required by the Centre for Quality Promotion and Assurance. The QPO will provide support at faculty and departmental level and will have a reporting line to the Executive Deans and the Director: CQPA. Candidate will be required to work across different campuses including campuses in Pietermaritzburg.**

**Minimum Requirement :-**

- Relevant recognized Masters degree
- Minimum of 5 years' experience in teaching in higher education
- Experience in quality assurance in higher education
- Experience in developing and implementing quality framework relevant to the context of higher education.

**Knowledge**

- Knowledge and understanding of the national policy context for quality assurance in higher education
- Knowledge of quality assurance systems.

**Special Requirements**

- Experience in curriculum development in higher education.
- Project Management capacity.
- Developed ICT skills
- Developed inter-personal and communication skills

**Additional Recommendations:-**

- PhD
- Experience in developing and implementing quality frameworks relevant to the higher education context
- Project Management capability

**Summary of Duties:-**

- Facilitate and monitor the implementation of the university Quality Assurance Policy across faculties and campuses
- Support the development and maintenance of the faculty's quality framework
- Provide support for QA processes at all levels in the faculty (e.g. preparation for national and/or internal reviews)
- Monitor and support implementation of processes for information gathering, analysis and follow-up (e.g. student feedback, graduate survey, etc.)
- Monitor the progression of quality improvement plans
- Facilitate the compilation of the faculty's Annual Quality Monitoring report
- Other duties as identified by the Executive Dean and the Director: CQPA.

**Salary** : Market Related  
**Grade** : 08  
**Status of Position** : Permanent

**Applications should include:**

- A fully completed prescribed application form which can be obtained from [www.dut.ac.za](http://www.dut.ac.za) (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to [careers@dut.ac.za](mailto:careers@dut.ac.za) and quote the post reference and post description in the subject line.

**CLOSING DATE: 05 AUGUST 2022**

**Please note:**

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University's Equity Plan, with specific consideration for Female candidates.