

UNIVERSITY OF SOUTH AFRICA

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL+) institution offering a variety of academic and career focused Programmes, Unisa is inviting applications for the position of Programme Accreditation and Registration.

PORTFOLIO: TEACHING, LEARNING, COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

DEPARTMENT: ACADEMIC PLANNING

**DIRECTORATE: PROGRAMME ACCREDITATION AND REGISTRATION
(MUCKLENEUK CAMPUS)**

ACCREDITATION AND REGISTRATION MANAGER (P6) X1

(Ref:APARM/SB/2026)

Purpose:

To manage and oversee all processes related to the accreditation and registration of qualifications and programmes at Unisa, ensuring compliance with statutory bodies (CHE, DHET, SAQA), alignment with Catalytic Niche Areas (CNAs), and quality assurance of programme submissions. The role includes staff supervision, project management, interdepartmental liaison, and advisory support to academic departments.

Requirements:

- Honours degree or BTech or Postgraduate Diploma or Advanced Diploma. A Master's degree would be an added advantage.
- At least (6) six years' relevant experience in programme accreditation and registration with a minimum of three (3) years at a supervisory level within a higher education institution.

Knowledge, Skills and Abilities:

- Proficiency in both written and spoken English, with the ability to craft high quality business communication and reports.
- Proficiency in additional official South African languages will be highly recommended.
- Strong leadership skills
- Knowledge of the higher education sector and its functions is essential.
- A solid understanding of the HEQSF, university structures and procedures, particularly those of open distance learning institutions, along with familiarity with the CHE, HEQC, Department of Higher Education and Training, SAQA, and other accreditation agencies, including professional bodies and stakeholders.
- Proficiency in MS Office Suite and the use of technology for programme accreditation and registration.
- Advanced critical thinking and analytical skills

- Knowledge of quality management systems

Effective communication skills (written and verbal)

- Ability to work in a high-pressure environment
- Good interpersonal skills and emotional intelligence
- Takes initiative
- Shows discretion
- Works to ensure high accuracy

Duties:

- Manage and quality assure programme accreditation and registration processes.
- Strategic and technical advisory support on PQM transformation and CNA integration.
- Liaison, communication and reporting to internal and external stakeholders.
- Oversight of quality assurance functions for formal qualifications and internal submissions.

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the position

Closing date: 7 August 2026

Enquiries: Mr S Bila 012 429 3861: HR Staffing and Client Services

Applications must be emailed to Bilass@unisa.ac.za

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - All educational qualifications,
 - Academic transcripts/records;
 - Identity document;
 - Proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form ([APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST](#)) is obtainable from the above-mentioned website.**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- ***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***

We welcome applications from Persons with Disabilities

