

# Registrar

<b>Location:</b>	Cape Town, Plumstead
<b>Education level:</b>	Masters
<b>Job level:</b>	Management (Jnr - Mid, 1-4 yrs)
<b>Type:</b>	Contract
<b>Company:</b>	<a href="#">The Centre for Creative Education (CCE)</a>

An independent provider of tertiary education, the Centre for Creative Education (CCE) equips future teachers with relevant, reflexive, ethical practice in education and self-development through furthering imaginative, innovative, arts and activity-based learning and teaching approaches. We strive to empower future teachers to meet their vocation with love, expertise, integrity, and professionalism and are searching for a full-time registrar.

## Purpose of job:

The registrar is responsible for quality assurance management systems in all programme delivery and accountable for academic compliance.

**Full-time contract start date: Preferably 1 May 2024 latest 1 June 2024**

## Requirements:

- A minimum of a master's degree in education, management or administration.
- A minimum of two years experience in higher education administration, in a leadership role.
- Knowledge of higher education legislation and regulatory requirements specifically in SAQA, ETDP SETA, CHE, DHET, SACE.
- Expertise in quality assurance management systems and compliance.
- Monitoring and evaluation skills and management.
- Analytical skills with ability to recognise problems, consider wider implications and present supported conclusions.

We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. A full job description, KPAs and deliverables will be shared with suitably qualified applicants.

**Application deadline: Friday 12 April 2024**

**Submit your CV, a motivational letter and current contactable references to:**

[vacancies@centreforcreativeeducation.org.za](mailto:vacancies@centreforcreativeeducation.org.za).

Only shortlisted applicants will be contacted.

All shortlisted candidates will be required to participate in a skills evaluation.

Posted on 05 Apr 11:19, Closing date 4 Jun

**Apply by email**

Ashleigh Russell

[vacancies@centreforcreativeeducation.org.za](mailto:vacancies@centreforcreativeeducation.org.za)

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