



VACANCY BULLETIN

Permanent Position
Faculty Quality Officer
Office of the Dean
Faculty of Engineering and the Built Environment
Post level: 08
Ref: 25/A10b

The Faculty of Engineering and the Built Environment: Office of the Dean has a permanent position for a Faculty Quality Officer at the Pretoria Campus.

Key Performance Areas:

- **Quality Assurance**
 - Development of a comprehensive Quality Assurance System.
 - Developed a Quality structure and communication networking system.
 - Defining processes and procedures within the teaching and learning environment:
 - Re-assessing the compilation of policy on assessment and moderation of learning.
 - Compile policies, processes, and procedures to cover all aspects of assessment.
 - Submit to the Task team, the Academic Committee for approval and submission into the TUT policy system.
 - Determine faculty benchmarks for the various components of a study guide system.
 - Development of departmental programme guide templates and Course Outline (Syllabi) templates
 - Development and maintenance of student Programme and Course Guides,
- **Quality Office Administration**
 - Handling of correspondence/documents/reports
 - Handling of student matters (quality-related) that have been referred to the Faculty EXCO and Faculty Board, as well as all accompanying correspondence and documentation.
 - Compilation of Faculty Report/Annual Report.
 - Liaising with Administrative and Academic Departments.
 - Coordinate admission requirements and selection criteria in cooperation with the academic departments and Academic Administration
 - Monitor the SLP process according to policy to ensure Quality.
 - Develop and maintain a comprehensive Faculty Accreditation Plan covering all professional Bodies:
 - Compile and submit SAQA submissions (Qualifications and Unit Standards) for registrations, HEQC online self-evaluation reports for all new and revised programmes (credit-bearing) to DQP EXCO, Faculty Board, and Senate for Approval

Minimum Requirements:

- NQF level 7. A Bachelor's degree/Advanced Diploma in any field of Engineering or related fields of the Built Environment.

Plus

- 3 years of relevant experience in an academic environment related to developing or implementing the quality management system, liaising with professional bodies, and being involved in internal or external reviews within the higher education environment.
- OR 3 years of lecturing or program development experience in Engineering or the Built Environment
- OR 3 years of industry experience in the area of training and development, short learning programs development/presentation, and training quality management.

Knowledge & Skills

- Outcome-based education system.

Women and people with disabilities are encouraged to apply.





Tshwane University
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- Understanding of the National Standard Setting system, including: HEQF, SAQA, SGB's ext., Unit Standard Based and whole qualifications.
- Institutional PQM and its implementation and implications (feasibility and viability).
- Quality systems example: ISO, excellence model, Invest in People IIP
- Higher Education Accreditation System, covering HEQC and professional bodies
- ITS, MIS, etc.
- Communication skills.
- Organisational & coordinating skills, report writing, minute taking, handling of quality investigations and audits, IT skills, Database development and maintenance.
- Computer Literacy.

Registration with a professional body will be an advantage. The following professional bodies are part of the engineering and the built environment profession;

- ECSA
- SACAP
- SACPCMP
- SACQS
- SACQSP

Send your CV to: Recruitment10@tut.ac.za

Enquiries: Prof MB Shongwe

Tel: (012) 382 5488

Closing Date: 17 April 2026

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing.

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