HE Academic Manager

Main purpose of the job
The HET Academic Manager is responsible for the academic integrity of Intec’s higher education distance-learning qualifications. The incumbent will be expected to effectively manage all academic policies and procedures, while balancing student, business and academic needs.

Key performance areas
1. Ensure the academic integrity of all programmes specifically related to the accreditation, curriculum, and assessment strategy and learning material of each programme.
2. Manage the academic side of programme development and review.
3. Maintain a relationship with external subject-matter and education experts.
4. Drive the accreditation process for each programme.
5. Sign off all subject exemptions and awards issued to students.
6. Support students, tutors and administrative staff in all academic issues.

Minimum requirements
2. Expert knowledge of curriculum and assessment design for HE programmes.
3. Expert knowledge of the education regulatory environment.
4. Experience in working with the council of Higher Education.
5. Experience in distance learning will provide an advantage over other candidates.

Persons wishing to apply for this position are requested to email a detailed CV to aroona.munilal@icg.edu.za
Closing date: 12 March 2013.

INTEC reserves the right not to make an appointment.
Only shortlisted candidates will be contacted for interviews.
Should you not be contacted, please consider your application unsuccessful.

INTEC is committed to achieving employment equity and will favour applicants who meet the qualifying criteria for the job but were previously disadvantaged.