PROFESSIONAL ADVISOR
CURRICULUM SPECIALISATION

POST TITLE	Professional Advisor
PURPOSE OF THE POSITION	• The successful candidate will support curriculum implementation, School-Based Assessment (SBA), assessment quality assurance and the monitoring of quality teaching and learning at institutions registered with SAKAI. • The position requires a strong understanding of curriculum requirements, assessment practices, and quality assurance within the South African education environment, including online and distance learning.
ENTITY	• South African Comprehensive Assessment Institute (SACAI) • Located in Garsfontein, Pretoria
MINIMUM EDUCATIONAL QUALIFICATIONS AND WORK EXPERIENCE	• A recognized Bachelor's Degree in Education or a relevant equivalent qualification. • A recognised professional qualification. • A postgraduate qualification in Education, Curriculum Studies, Assessment, or a related field will be beneficial. • At least five years of relevant experience in teaching, curriculum implementation, assessment, moderation, and/or education quality assurance. • Proven knowledge of CAPS and School-based Assessment requirements. • Experience in curriculum monitoring, assessment moderation, and learner performance analysis.
PERSONALITY TRAITS	• Strong curriculum and assessment knowledge. • Excellent analytical, evaluation, and problem-solving skills. • Good written and oral communication skills. • Strong report writing and organizational abilities. • Attention to detail and a high level of accuracy. • Professional integrity, objectivity, and accountability.

	• The ability to work independently and collaboratively with diverse stakeholders.
KEY RESPONSIBILITIES	• Monitor and evaluate curriculum implementation in accordance with the applicable Curriculum and Assessment Policy Statements (CAPS). • Monitor compliance with School-Based Assessment (SBA) requirements, including assessment tasks, marking, and moderation. • Evaluate assessment practices to promote credible, fair, and trustworthy learner assessment. • Conduct curriculum-related institutional monitoring and participate in institution visits where necessary. • Analyse learner performance data and identify areas that require academic intervention. • Provide guidance and support to institutions on curriculum implementation and assessment requirements. • Develop and review curriculum guidelines, assessment tools, and quality assurance tools. • Prepare reports on curriculum implementation, SBA compliance, and learner achievement. • Recommend corrective actions and monitor progress in addressing identified deficiencies. • Contribute to the continuous improvement of SAKAI's curriculum and assessment quality assurance processes.
COMPUTER PROFICIENCY	• Proficiency in Microsoft Office and relevant digital education systems, including the utilization of AI. • Experience in online and distance learning, institutional quality assurance, or an assessment body will be an added advantage.
LANGUAGE PROFICIENCY	• Excellent written and verbal communication skills in English. • Proficiency in Afrikaans will be an advantage.
APPLICATIONS	• Prospective candidates, whether with current or previous education experience, must apply in writing via email. A short CV must be included, containing the following information: qualifications, current position, employer, experience. • Applicants must be prepared to travel to Pretoria for an interview, at their own cost. • Commencement date: **1 January 2027** or earlier as per agreement. • Applications marked **"Professional Advisor: Curriculum Specialisation"** must be emailed to Mr H Steenkamp at hr@saou.co.za no later than **12:00 on Monday, 30 November 2026.**

	• Consider your application as unsuccessful if you are not contact within two weeks after the submission date. • Enquiries: Mr H Steenkamp. Tel 012 436 0900