



**Chartered
Governance
Institute of
Southern Africa**

The Chartered Governance Institute of Southern Africa

Vacancy: Assessment Manager

Type of position: Permanent

Location: Killarney, Johannesburg

Remuneration: R725 000 CTC plus discretionary 13th cheque

Requirements:

- A qualification such as an LLB, B Com, B Ed., MBA or CGISA.
- Experience as a university lecturer (law, commerce) would be advantageous.
- Background knowledge of corporate governance would be advantageous.

Responsibilities:

- Management of examination and moderation processes and procedures.
- Selection of examiners and moderators when vacancies arise
- Ongoing quality assurance of all examiners and moderators' work.
- Overall quality assurance of question papers and memoranda of all 19 subjects.
- Developing, implementing and monitoring assessment policies, systems and procedures.
- Overall monitoring of assignments.
- Ensuring that syllabuses are kept up to date.
- Selection of textbooks for each syllabus.
- Liaison with skills development (tuition) providers.
- Approaching universities to offer the CGISA qualification.

- Ensuring alignment with the assessment policies of the global Chartered Governance Institute.
- Liaison with all relevant regulatory bodies (QCTO, SAQA and FASSET).
- Overall quality assurance of work experience module
- Keeping education policies updated.
- Keep up to date with developments in corporate governance.
- Keeping abreast of developments in the education field in order to keep the Institute informed.

Skills and Attributes:

- Excellent command of the English language – verbal and written
- Attention to detail is essential
- Good people skills
- Ability to be a team player
- Ability to communicate at all levels with tact and diplomacy
- Ability to use own initiative and work independently
- Ability to perform under stress
- High level of confidentiality
- High level of work ethic and integrity
- Strong service ethic

For further information on the CGISA, please log onto the website www.chartgov.co.za

To apply for the position, please email a covering letter and CV with three contactable references to reception@chartgov.co.za .

The deadline for submission is **4 January 2026**.

Please quote reference “Assessment Manager” in the subject line of your application.