



**Chartered  
Governance  
Institute of  
Southern Africa**

## **The Chartered Governance Institute of Southern Africa Vacancy: Deputy Student Manager**

**Type of position:** Permanent  
**Location:** Killarney, Johannesburg  
**Remuneration:** R550 000 CTC plus discretionary 13<sup>th</sup> cheque

### **Requirements:**

- A degree such as a B Ed, BA, B Com, or CGISA qualification.
- Experience in academic administration would be advantageous.
- Understanding of the education sector would be advantageous.

### **Responsibilities:**

- Register new and existing students in accordance with institutional policies.
- Convert and retain returning students through proactive engagement and support.
- Manage the exemptions process.
- Work on the student information management system.
- Maintain accurate records and documentation.
- Process academic records.
- Process postponements.
- Liaise with skills development (tuition) providers.
- Manage the assignments process.
- Manage the work experience process.
- Provide guidance to students on academic processes.
- Address numerous enquiries from students.
- Provide support to the student manager.

**Skills and Attributes:**

- Strong administrative and organisational skills.
- Excellent verbal and written communication skills.
- Ability to handle high volumes of student interactions with professionalism.

**For further information** on the CGISA, please log onto the website [www.chartgov.co.za](http://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](mailto:reception@chartgov.co.za) . The deadline for submission is **4 January 2026**.

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