



hugenote kollege

Gebed Roeping Diens / Prayer Calling Service

VACANCY: REGISTRAR

Hugenote Kollege NPC

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Posbenaming	Registrar
Instelling	Hugenote Kollege NPC
Ligging	Wellington, Western Cape
Posvlak	Senior Management/Institutional Executive Position
Rapportering	Reports directly to the Rector
Aanvangsdatum	1 November 2026
Sluitingsdatum	Applications will remain open until a suitable appointment is made.

1. About Hugenote Kollege

Hugenote Kollege is a Christian private higher education institution with a proud history of service, academic formation and social impact. The College is currently in a phase of strategic development, institutional strengthening and preparation for greater institutional maturity.

2. Purpose of the Position

The Registrar is the chief administrative officer and institutional custodian of Hugenote Kollege's academic administration, statutory and governance records, student records, institutional decision-making processes, committee secretariat functions, regulatory compliance and student information systems.

The position supports the Rector, Senate and institutional governance structures by ensuring that decision-making, academic administration, student records, certification, policy implementation and regulatory accountability operate efficiently, accurately, transparently and in an auditable manner.

3. Key Responsibilities

- Serve as the statutory and administrative secretary to the Senate, institutional governance structures, Convocation and relevant committees in accordance with the Statute, delegation framework and institutional policies.
- Ensure that governance structures are properly constituted, supported, documented and monitored.
- Manage agendas, minutes, action lists, resolutions, official records, archives and document control.
- Provide institutional leadership for academic administration and maintain the integrity of the student record system.
- Oversee admissions, selection, registration, re-registration, assessment administration, marks processing, academic transcripts, certification, graduation and year-end academic processes.
- Ensure the consistent and fair application of academic rules, admission requirements, progression rules and programme requirements.
- Coordinate DHET, CHE, SAQA and other regulatory submissions, including programme accreditation, programme amendments and statutory reporting.
- Ensure compliance with POPIA, PAIA and fair administrative process requirements relating to student information and records management.
- Support institutional quality assurance, audit readiness, programme approval processes and institutional development.
- Lead the Registrar's Office, including staff management, budgeting, service standards, workload allocation, training and business continuity.

4. Minimum Requirements

- An appropriate NQF Level 9 qualification, preferably a Master's degree in Higher Education Management, Management, Public Administration, Law, Business Administration, Education Management or a related field.
- A doctoral qualification or advanced study in an appropriate higher education, administrative, legal or management field will be advantageous.
- At least 10 years' relevant experience in higher education administration, including substantial experience at senior management or strategic administrative level.

- Proven experience in academic administration, student records, admissions, registration, assessment administration, certification and graduation.
- Experience in secretariat functions, Senate and committee support, decision tracking and records management.
- Experience in regulatory compliance, academic governance, policy development, programme submissions, quality assurance and audit readiness.
- Experience with student information systems, learning management systems, digital workflows and management reporting.
- Professional proficiency in both Afrikaans and English.

5. Knowledge, Skills and Competencies

- Sound knowledge of the South African higher education environment and academic operations.
- Knowledge of the Higher Education Act, DHET, CHE, SAQA and HEQSF requirements, as well as statutory reporting obligations.
- Knowledge of the Companies Act as applicable to a private higher education institution / NPC.
- Knowledge of POPIA, PAIA, PAJA, consumer protection legislation, contract administration and principles of fair administrative decision making.
- Strong conceptual thinking, systems thinking, strategic judgement, risk awareness and problem-solving ability.
- Excellent writing, reporting, minute-taking and documentation skills.
- Advanced computer literacy, including Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat and relevant student information systems.
- Demonstrated leadership ability, credibility, emotional maturity and the capacity to build relationships across all institutional levels.

6. Personal Attributes

- Unquestionable integrity, confidentiality and discretion.
- Composure under pressure and emotional maturity.
- Natural authority, credibility and accountability.
- Strong attention to detail while maintaining a strategic institutional perspective.
- Ability to bring structure to complexity.
- Respectful yet decisive leadership style.
- Student-centred and service-oriented approach.
- Ability to balance institutional memory with innovation and change.

7. Application Process

Applicants should submit the following:

- A comprehensive Curriculum Vitae.
- A covering letter motivating their suitability for the position.
- Certified copies of ID and relevant qualifications.
- The names and contact details of at least three professional referees.

Applications should be addressed to **Marlene Payne** at hr@hugenate.ac.za with the subject line:

Application: Registrar

Applications will remain open until a suitable appointment is made.

8. General Provisions

- Hugenate Kollege reserves the right not to make an appointment.
- Shortlisted candidates may be required to participate in interviews, psychometric and competency assessments conducted by an independent service provider, as well as qualification, reference and other verification processes.
- By applying for this position, applicants consent to the processing of their personal information for recruitment, selection and verification purposes in accordance with applicable data protection legislation.
- Hugenate Kollege supports fair, transparent and merit-based appointment processes and complies with all applicable legislation of the Republic of South Africa.
- Particular consideration will be given to applicants from designated groups in accordance with Hugenate Kollege's Employment Equity Plan.