



TEST DEVELOPMENT COORDINATOR

(Permanent; Senior Lecturer /Associate Professor level)

Centre for Educational Assessments (CEA)

Centre for Higher Education Development (CHED)

The Centre for Educational Assessments' (CEA) mission as a department within the Centre for Higher Education Development (CHED) is to engage, provide and design educational assessments. In realizing this mission, CEA develops educational assessments that are reliable and valid in these higher educational contexts. CEA's educational measurement and learning analytics inform teaching, learning and educational policy.

The incumbent will have oversight and responsibility for all test-related products and processes of CEA, including the National Benchmark Test (NBT) whilst contributing to the strategic planning, research, and development for the department.

Requirements at Senior Lecturer Level:

- An NQF 9 level qualification (master's degree) in a relevant discipline or field (for example Mathematics, Statistics or Psychology).
- 5 - 10 years demonstrable experience in the field of educational assessment of which at least 3 years should be in a management role with well-developed leadership skills.
- Experience in Teaching and Learning activities i.e., teaching courses, curriculum design and/or development, and staff development.
- High level analytical, statistical skills and the ability to interpret and present information in a logical, clear and concise manner.
- Experience in managing and interacting with research and development teams, undertaking collaborative projects and engaging with stakeholders.
- Track record of peer reviewed research outputs in the field of educational assessment.
- Excellent oral, written and interpersonal communication and presentation skills.
- Computer literacy in the use of MS Office
- Evidence of the ability to write research proposals for grant funding.

In addition, at Associate Professor Level:

- An NQF 10 level qualification (PhD) in a relevant discipline or field (for example Mathematics, Statistics or Psychology).
- Track record of peer reviewed research outputs and supervision.
- 10 years demonstrable experience in the field of academic educational assessment of which at least 5 years in a senior management position in higher education.
- Evidence of securing research grants.

Advantageous:

- High level skills in Psychometrics.
- The use of statistical software packages (such as SPSS, Statistica, R and Stata)
- Experience of working in a Higher Education context with a focus on the transitions between school and higher education, student readiness issues and curriculum development.
- A strong network of research and professional connections in the Higher Education sector locally and globally.
- Ability to engage with Higher Education academic and management staff at all levels.

Responsibilities:

- The Test Development Coordinator is the curator of CEA test data and provides leadership and oversight of the data processing team activities. This is to ensure that all data meets the highest standards of integrity, reliability and validity.
- Maintain the repository of data records in a manner reflecting best practices in the sector.
- Provide leadership and mentorship to the research team.
- Guide the strategic direction of the CEA assessment enterprise, providing training in the field of educational assessments to build capacity in this scarce skill area.
- Establish a sound basis for the provision of effective and meaningful assessments.
- Manage the development of the tests and coordinate the analysis of test results.
- Keep up to date in respect of research, new developments and innovations in educational assessment
- Coordinate the research efforts and publications to reinforce the credibility of the CEA and to contribute to knowledge production in Higher Education, Basic Education, and other CEA areas.
- To liaise with local and international assessment practitioners and organisations.

The Standard Academic Salary Package (SASP), including benefits for 2023 is:

Senior Lecturer: R 1 027 040

Associate Professor: R 1 232 882

To apply, please e-mail the below documents in a **single pdf file** to: Ms Hlubi Ntsizi at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo competency tests.

Telephone: 021 650 3831 **Website:** www.hr.uct.ac.za

Reference Number: E230300 **Closing date:** 04 September 2023

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.