



JOB DESCRIPTION

REFERENCE NUMBER:	AP523
JOB TITLE:	Director: Institutional Planning & Quality Assurance
LOCATION:	Thohoyandou
REMUNERATION:	Market Related
KEY RESPONSIBILITIES:	<p>Reporting to the Vice-Chancellor and Principal, the incumbent provides strategic planning support to the Office of the Vice-Chancellor and Principal. S/he will assume overall responsibility for the development and operationalisation of the 'Institutional Operating Plan', quality control programmes and serve as the custodian of institutional management information. Other responsibilities include oversight in the development and reporting of the annual performance plans, quarterly performance reports and other pre-determined objectives.</p> <p>Key Performance areas, include:</p> <ul style="list-style-type: none">• Academic planning• Institutional planning• Institutional performance reporting• Business intelligence• Managing data• Quality assurance. <p>This is a five-year contract, renewable for a further term based on past performance</p> <p>Listed below are the requirements for the position under consideration:</p>

INHERENT REQUIREMENTS	<ul style="list-style-type: none">• An appropriate PhD degree.• Must have a minimum of seven years' relevant experience and in-depth knowledge of the South African Higher Education policies.• Must have an understanding of governance and strategic planning.• Must have the ability and skill to design and analyse management information reports.• Must have financial management skills, including knowledge of budget preparation and fiscal control. Resource mobilisation skills to attract funding will be an added advantage.
------------------------------	---



JOB DESCRIPTION

- Must have an established and proven leadership ability founded on honesty, integrity and trustworthiness.
- Preference will be given to candidates from designated groups (blacks, women and people with disabilities) who meet the minimum requirements for the post.

APPLICATION REQUIREMENTS:

- A declaration of intent.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of degree & matric certificates and Identity Document.

To apply please forward your application quoting reference number **AP523** to Rika Gruss c/o info@talenting.co.za.