

JOB DESCRIPTION

REFERENCE NUMBER:	AP1038
JOB TITLE:	Director: Enrolment Planning, Monitoring and Evaluation
LOCATION:	uMthatha and East London
KEY PERFORMANCE AREAS:	The incumbent will report directly to the Executive Director: Institutional Planning, Monitoring and Evaluation and provide high-level assistance in the following areas: • Facilitating the enrolment planning processes at the University; • Analysing the institutional and national plans with a specific focus on enrolment planning and qualification offerings; • Development of internal annual enrolment plans and monitoring and evaluating achievements against planned enrolment targets; • Development of the university's enrolment plan in line with planning cycles of DHET, including medium-term enrolment plans; • Managing, monitoring and evaluating of the University enrolments in terms of the approved enrolment plans; • Management of the HEDA portal and coordination of HEMIS data with the other information systems in the University; • Management of WSU's regulatory body (DHET, CHE, SAQA) data and the development of critical data storage systems and early notification systems; • Collaborate with the Academic Planning Directorate to ensure the timely provision of required data to support regulatory compliance at all regulatory levels; • Assisting the Executive Director: Institutional Planning, Monitoring and Evaluation to monitor and review the implementation of the strategic plan and reporting this to DHET; • Managing the daily activities and the budget of the Directorate in support of the Executive Director: Institutional Planning, Monitoring and Evaluation; • Facilitate training and coaching in enrolment

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INHERENT CRITERIA:

planning and data analysis at faculty level.

- An appropriate master's degree in Information Technology or related field;
- A PhD will be an added advantage;
- In-depth understanding of, and at least five (5) years proven experience within the Higher Education sector;
- Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to management of information systems and enrolment planning;
- Outstanding knowledge of the higher education policy environment;
- Knowledge of the funding of public universities and the Higher Education Management Information System (HEMIS);
- Excellent written and verbal communication skills, presentation and negotiation skills and tolerance to manage stress and role demands;
- Strong project management experience;
- Knowledge of the national and international higher education systems will be an advantage;
- Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage.

Competencies:

- Strong technical skills in the field of information technology;
- Expertise in complex problem solving, decision-making and critical thinking skills, displays good judgement;
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment;
- Excellent written and oral communication, presentation and negotiation skills and tolerance to manage stress and role demands;
- Strong project management experience, ability to develop, monitor and evaluate multiple projects with multiple deliverables

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- and deadlines;
- Ability to plan, organize and lead the implementation of plans and processes;
- Ability to supervise, mentor and engage staff members, inspire staff members credibility, confidence and build consensus.

APPLICATION REQUIREMENTS:

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

To apply please forward your application quoting reference number **AP1038** to Genevieve Michel c/o wsudirector@talenting.co.za