

JOB DESCRIPTION

REFERENCE NUMBER:	AP1017
JOB TITLE:	Executive Director: Institutional Planning, Monitoring and Evaluation – 5 Year Term
LOCATION:	uMthata and East London
BACKGROUND TO POSITION:	The Executive Director: Planning and Monitoring is a newly created position that reports directly to the Vice Chancellor. The Walter Sisulu University seeks a dynamic, highly numerate, and visionary Executive Director to lead the university's portfolio for Institutional Planning, Monitoring and Evaluation. The portfolio encompasses several important activities in support of the strategic, institutional and enrolment planning processes of the university and in essence, its function is to provide the kind of data-based strategic intelligence that has become vital for the effective functioning of universities. The incumbent will be responsible for providing strategic direction and managing the portfolio as well as aligning the work it does with the strategic objectives of the University. The portfolio has a number of critical components: • Maintenance and updating the WSU Strategic Plan, including developing key performance indicators and targets, • Monitoring and reporting on institutional performance in relation to the targets set in the University's Strategic Plan and annual performance plans, • Annual and medium-term enrolment planning for the whole University, both to ensure that the institution's size, shape and mix are in line with its strategic intentions and to secure its long-term financial sustainability, • Data governance and management to ensure data quality, consistency and reliability as well as data accessibility, including the development of customised reports for users, • Institutional research to provide the information and data to support strategic planning and decision-making, including monitoring of trends in student performance

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and conducting student and graduate surveys.

KEY PERFORMANCE AREAS:

The incumbent will report directly to the Vice-Chancellor and provide high-level assistance in the following areas:

- Data collection, analyses and reports to inform high-level strategic decision-making,
- Consultation to identify information needs,
- Predictive modelling to enable scenario-building,
- Tracking and regular reporting on institutional performance,
- Maintenance of the University Strategic Plan in relation to revisions and amendments,
- Management of the HEDA portal and coordination of HEMIS data with the other information systems in the University,
- 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,
- Institutional and national analyses of the state block grant,
- Tracking of enrolment trends and student performance,
- Training and coaching in enrolment planning and data analysis at faculty level,
- Student satisfaction surveys and graduate employability surveys,
- Year-end presentations on institutional performance for Council,
- Ad hoc research on specified issues,
- Other associated duties as assigned by the Vice Chancellor.

Additional Competencies:

- Demonstrated capacity to think strategically with 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,

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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 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.

INHERENT CRITERIA:

- Master's degree in a relevant field. A PhD will be an added advantage,
- More than five years proven experience in planning, monitoring and evaluation with emphasis on enrolment planning in higher education,
- In-depth understanding of, and experience in strategic planning, policy development and implementation in Higher Education institutions,
- Demonstrated data analytical ability and evidence-based decision-making skills,
- The ability to develop collaborative relationships with senior staff in the Department of Education and at other Southern African universities,
- The ability to liaise effectively with faculty and senior university staff,
- Excellent written, oral and computer skills, and proven ability to write high level proposals and reports,
- Unquestionable professional integrity and stature.

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 **AP1017** to Genevieve Michel c/o at planwsu@talenting.co.za