

DATA & SYSTEMS MANAGER: OFFICE OF THE REGISTRAR

Date Posted:

Friday, 26 January, 2018 - 10:00

Job Description:

OFFICE OF THE REGISTRAR

DATA AND SYSTEMS MANAGER: OFFICE OF THE REGISTRAR

ALICE CAMPUS ? REF NO: 8440

R 664 424 ? R 827 335p.a. (*All-inclusive package*)

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

- M + 4 Year Degree / Diploma in IT, Computer Science, Finance / Business systems or a relevant qualification equivalent to NQF Level 7 as recognized by SAQA;
- Advanced knowledge of ITS (student system) at management level.
- Good Working Knowledge of HEMIS and HEDA would be an added advantage
- 5 years working and managing IT (student systems) in a University environment
- Valid driver?s licence

Requirements:

RESPONSIBILITIES INCLUDE:

- Data cleansing for compliance; Monitoring and tracking of student applications and registration data trends and ratios;
- Provision of advice to Registrar, Deputy Registrar and Faculties Administrators on ITS business processes and procedures;
- Creating an online repository of all documents related to the Registrar?s Office such as policies, government gazettes, cases of students, and all relevant faculty data for access by all staff;
- Training faculty staff on short course registrations and administration; Ensure correct submissions of graduation student lists from Faculties;
- Creating a database for all qualifications applied for by the Faculties and updating this regularly as approved by the DHET;
- Do data extractions, data analysis and preparation of statistical reports on programmes, staff, space and student information for planning and management committees
- Staff supervision

How to Apply:

To apply: Interested applicants who meet the criteria are invited to:

1. E-mail application with **MOTIVATION LETTER CLEARLY INDICATING THE POSITION YOU ARE APPLYING FOR**, accompanied by a complete CV which must contain the contact details (email and telephone) of three referees, a certified copy of an identity document and a certified copy of your highest qualification to: recruit1@ufh.ac.za^[1]
2. Applications must **CLEARLY INDICATE THE REFERENCE NUMBER AND NAME OF THE POST APPLIED FOR ON THE SUBJECT LINE.**
3. No faxes or walk-ins (hard copies) will be accepted.
4. Applicants are urged to ensure that their applications reach the Human Resources Department before the closing date.
Late applications will not be considered.
5. **Failure to comply with the above directions will result in the application being disqualified.**

Note: Correspondence will be conducted with short-listed candidates only. Foreign qualifications must be accompanied by evaluation certificate from SAQA.

Included in the above remuneration is the company contribution to our compulsory pension fund, medical aid contributions, life cover and an optional annual bonus.

The University of Fort Hare is an equal opportunity and affirmative action employer. Pursuant to complying with the Employment Equity Act No.55 of 1998, when appointing preference will be given to applicants from designated groups whose appointments will contribute towards achievement of equitable demographic presentation of our workforce profile.

The University reserves the right NOT to appoint

Closing Date:

Friday, 9 February, 2018 - 23:45

Source URL: <http://ufh.ac.za/Jobs/DATASYSTEMSMANAGEROFFICEREGISTRAR.aspx>

Links:

[1] <mailto:recruit1@ufh.ac.za>