



## External Vacancy

DIVISION: REGISTRAR

DEPARTMENT: ACADEMIC ADMINISTRATION

POST: DEPUTY REGISTRAR

POST N<sup>o</sup>: 7950 PEROMNES LEVEL 06

### JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Manage of all Applications, Admissions and Registration processes
- Manage and ensure successful admissions and registration of local and international students
- Develop and ensure implementation of policies, procedures and processes in relation to applications, admissions and registrations across all VUT campuses
- Assist with preparation of requisite documents and plans especially with regards to audit functions, registration plan, HEMIS submissions and any other relevant functions
- Advice senior management and report regularly on all aspects of enrolment management.
- Effective liaison and communication with all relevant stakeholders
- Effective management of resources (physical, human and financial)
- Identification and management of applications, admissions and registration related risks

### Application Criteria:

#### Qualification/Experience:

- M+4 or equivalent qualification;
- The Minimum of 7year's of relevant experience in tertiary environment;
- Sound knowledge of the Higher Education sector.

#### Skills:

- Facilitation ,administration, capacity building, project Management, interpersonal Skills, problem solving, good communication Advanced Microsoft Excel and Word skills, conflict management skills, advanced Integrated Tertiary Software (ITS) system knowledge and applications, report writing

Closing date for applications: 07 September 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to [recruitment@vut.ac.za](mailto:recruitment@vut.ac.za).

**Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.**