



DIVISION: REGISTRAR	DEPARTMENT: STRATEGIC ENROLMENT MANAGEMENT
POST: ASSISTANT REGISTRAR	POST NO: 3033 PEROMNES GRADE:08

JOB DESCRIPTION: BUSINESS PROCESS ENGINEER

The purpose of the job is to maintain the VUT academic structure in order to facilitate the effective admissions, registrations, assessment and provide assistance in the graduation processes of the University.

Key Performance Areas include but are not limited to:

- Academic structure maintenance and management, i.e. point of entry for all formally approved changes and additions to the academic structure
- Coordinate the capturing of information pertaining to certificates and short courses on the academic structure
- Setting-up of the business rules for all qualifications on the student system. Including and not limited to:
 - Qualification and subject credits
 - Pre-requisites,
 - Co-requisites,
 - Exposure subjects
 - Assessment weights
 - Promotion and progression rules, including identification of possible graduates
 - Understanding of, and application of the University Rules on the academic structure
 - Responsible for testing all the business rules
- System cycles management in relation to admissions, registrations, examinations, including online business processes
- Coordinate activities in all relevant divisions that use the academic structure
- Assist with the extraction, interpretation and reporting of ad hoc requests
- Assistance with the development of the teaching timetable
- Benchmarking analyses with peer institutions to stay abreast of best practices on the maintenance of the academic structure
- Work closely with the Assistant Registrars' in the Department to ensure that there is proper coordination of all processes and functions of the Department
- Liaise with the Institutional Planning (IPU) Department regarding HEMIS processes and requirements
- Liaise with the Programme Accreditation and Curriculum Development (PACD) Department on accredited programmes to be captured on the academic structure
- Provide assistance to the Exam Department (Graduation Office) with the graduation processes where required.

APPLICATION CRITERIA:

Qualification and Experience:

- M+4 or equivalent qualification (example: Honours degree or BTech)
- Minimum 5 years academic structure development, maintenance, and management experience
- Computer Literacy and high level of ITS (Integrator 4) system knowledge





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- 5 years relevant experience of Higher Education legislation with particular emphasis Higher Education Management System (HEMIS) protocols.

Skills and Competencies:

- Teamwork
- Communication/Negotiation
- Computer skill
- Time Management
- Complex Problem-Solving skills
- Critical thinking
- Judgement and decision making
- Quality control and paying attention to detail
- Advanced Microsoft Excel and Word skills
- Knowledge of relevant legislation and Higher Education environment
- Advanced Integrated Tertiary Software (ITS) system knowledge and application
- Report writing

Closing date for applications: **19 May 2023**

Please complete the application form available on the VUT website.

Submit CV via email to recruitment1@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 six weeks after the closing date, please accept that your application was unsuccessful.

VUT reserves the right not to make an appointment.

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.



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