DIVISION: REGISTRAR	DEPARTMENT: ACADEMIC ADMINISTRATION

POST: BUSINESS PROCESS ENGINEER	POST Nº: 3033
	PEROMNES GRADE: 08

JOB DESCRIPTION:

The purose of the job is to maitain 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
- Work with Colleagues on the 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, requirements and necessary corrections to be made
- 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:

Qualifications and Experience:
- M+4 or equivalent qualification (example: Honours degree or BTech) with a minimum four (4) years academic structure development, maintenance, and management experience **OR**
- M+3 or equivalent qualification with a minimum five (5) years academic structure development, maintenance, and management experience
- Computer Literacy and high level of ITS (Integrator 4) system knowledge, minimum four (or five years)
- Minimum of four (4) years relevant experience of Higher Education legislation where particular emphasis Higher Education Management System (HEMIS) protocols will be a distinct advantage.

Skills:
- Teamwork
- Communication
- Attention to detail
- Computer skills
- Time Management
- Flexibility
- Quality control and paying attention to detail
- Integrated Tertiary Software (ITS) system knowledge and application
- Report writing

CLOSING DATE FOR APPLICATIONS: 18 August 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form- Final-002.pdf
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees

6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.

7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.

8. Only applications made on our application for employment form would be considered.

9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:
HR Practitioner: Ms Carmen Titus-Tjotjo, Tel 016 950 6848 / email address: carment@vut.ac.za
HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply.</u> Only shortlisted candidates will be contacted.

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.

POSITIVE ABOUT PEOPLE WITH DISABILITIES