VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

INTERNAL & EXTERNAL

DIVISION: REGISTRAR	**DEPARTMENT:** ACADEMIC ADMINISTRATION

POST: DEPUTY REGISTRAR	**POST Nº:** 7950
	PEROMNES GRADE: 06

JOB DESCRIPTION:

The purpose of the job is to assist in the maintenance of the VUT academic structure in order to facilitate the effective admissions, registrations, and assessment processes of the University.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- Management of all applications, admissions, registration, and examinations processes to ensure proper co-ordination of all processes and functions within the Department.
- Manage and ensure successful admissions and registration of local and international students
- Assume responsibility for student information on ITS and ensure integrity of the University's academic and student record keeping
- Develop and ensure implementation of policies, procedures and processes in relation to applications, admissions and registrations for the institution.
- Monitor technological developments to support registration and record keeping
- 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.
- Oversee and manage the academic structure and processes followed in the updating of the academic structure.
- Effective liaison, communication and collaboration with all relevant stakeholders to identify areas of improvement to services offered to students.
- Effective management of resources (physical, human and financial).
- Identification and management of applications, admissions and registration related risks.
- Preparation of necessary reports as requested/required

APPLICATION CRITERIA:

QUALIFICATIONS AND EXPERIENCE:
- M+4 or equivalent qualification (Honours degree)
- A Masters' degree will be a distinct advantage

- Minimum of 7year's of relevant experience in tertiary environment, specifically within Academic Administration
- Understanding of the processes related to academic structure development, maintenance, and management experience
- Computer Literacy and high level of ITS (Integrator 4) system knowledge (at least five years knowledge)
- Good knowledge of the Higher Education legislation with emphasis Higher Education Management System (HEMIS) protocols.
- 2 years managerial/supervisory experience in higher education (particularly in academic administration)

SKILLS:
- 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: 12 DECEMBER 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 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.