



DIVISION: REGISTRAR

DEPARTMENT: SHARED SERVICES

POST: DEPUTY REGISTRAR _ TIMETABLING,
RECORDS & ARCHIVES

POST N°: 6011

PEROMNES GRADE: 06

JOB DESCRIPTION:

The purpose of the job is to oversee and manage the VUT institutional and lecturing timetable, records, and archives.

ROLES AND RESPONSIBILITIES:

The primary role of the Deputy Registrar is to support the Senior Deputy Registrar in fulfilling the obligations placed on the Registrar by the Higher Education Act and the Statute of the Vaal University of Technology.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- Initiate and continuously develop timetabling policies and procedures to ensure operational effectiveness.
- Establish a clear set of directives regarding all matters on timetable construction and amendments to existing timetables.
- Do the annual planning required to construct lecturing timetables effectively.
- Ensure that lecturing timetables are entered on the timetabling software, which currently is CELCAT.
- Manage all setups in ITS (system cycles, weeks and class periods, system operation definitions, validations, qualification groups, class groups, quotas, and inactive subject blocks) to upload the timetable program file.
- Verify and export the lecturing timetable from CELCAT to ITS.
- Manage all timetable amendment requests received after the upload of the timetable to ITS to keep all systems synchronized.
- Manage access and user rights on CELCAT.
- Prepare summative assessment timetables for all scheduled examinations.
- Train the staff within the Registrar's Department on timetable.
- Evaluate the existing systems and oversee the switch from paper to Electronic Record and Document Management systems.

- Ensure the development of the university infrastructure to support the university response to information and other relevant legislation and to deliver best practices, electronic records management systems, and training provisions.
- Develop, maintain, and implement service-level agreements concerning records and archives with relevant departments and stakeholders.
- Contribute to the records management profession and ensure that University approaches and practices remain updated to influence professional developments and enhance the University's reputation and
- Contribute to the strategic planning process of the Registrar's division and hold strategic planning sessions for the records and archives department.
- Ensure compliance that timetabling policies and procedures are adhered to.
- Recommend and make decisions when and where university policies and practices are obsolete and redundant, and change is needed or desirable, and initiate action,
- Determine the context of policy recommendations on issues of strategic importance to the university.
- Advise the Senior Deputy Registrar on departmental strategic matters.

APPLICATION CRITERIA:

QUALIFICATIONS AND EXPERIENCE:

- A formal M+4 or equivalent qualification.
- Knowledge of ITS menus and operations, specifically Academic Administration.
- Knowledge of CELCAT timetabling software.
- At least three years of managerial experience.
- Higher Education experience will be an added advantage.
- Extensive experience in managing timetabling in an academic setup with limited resources.
- Plus, experience in Higher Education Student Records and Archives management.

SKILLS/KNOWLEDGE AND COMPETENCIES:

- Knowledge of Higher Education legislation and regulatory requirements with implications for academic administration.
- Appropriate experience in managing staff and working in a customer service environment.
- Demonstrable ability to prioritize and coordinate the work of teams, learn, and adhere to procedures, and have a commitment to high-quality service delivery.
- High proficiency in Microsoft Excel and PowerPoint.
- Demonstrable knowledge of university academic rules and policies.
- Sound report writing skills.
- Excellent oral and written communication skills.

- Exceptional presentation and negotiation skills.
- Analytical skills with the ability to recognize problems, consider wider implications, and present supported conclusions.
- Drive and ability to work as part of the team and on own initiative.

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. 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. 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.

