



DIVISION: REGISTRAR

DEPARTMENT: ACADEMIC ADMINISTRATION

**POST: ASSISTANT REGISTRAR: BUSINESS
PROCESS ENGINEER**

**POST N°: 3033
PEROMNES GRADE: 08**

JOB DESCRIPTION:

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

Note: Shortlisted candidates may be required to complete a practical assessment on the academic structure processes.

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: 25 APRIL 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all 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. In line with the spirit of the Employment Equity Act, preference for these positions will be Africans, Coloureds plus People with disabilities, in line with VUT Employment Equity Plan and Recruitment policy. 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.

