



DIVISION: Registrar	DEPARTMENT: Shared Services
POST: Deputy Registrar: Examinations and Graduations	POST N°: 5110 PEROMNES GRADE: 06

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Oversee, guide, and optimize the delivery of services in the following Academic Administration sub-sections: examinations, moderation and examiners payments, credits/exemptions, graduations, and certification; by initiating, continuously developing and delivering on these processes.
- Ensuring compliance to policies and procedures related to the above area of work and ensure that policies and procedures are updated to suit the changing university environment and to ensure that these support the strategic objectives of the institution.
- Evaluating the existing systems and overseeing the switch from paper to Auto-Promotion/Graduation system.
- Advise the Senior Deputy Registrar on the best practices of all the processes within the department.
- Coordinate the question paper room with electronic question paper processes.
- Monitor the management of the assessment weights on the system in preparation for the capturing of marks by academics.
- Monitor the capturing of assessment marks in preparation for the finalisation of the CASS marks within this assessment method.
- Oversee and monitor the capturing and finalisation of examination marks to ensure timeous publication of marks enabling students sufficient time to prepare for additional examinations.
- Oversee the processes related to the moderation of examination scripts with external moderators.
- Oversee the Management of all the invigilation processes and work in conjunction/liaison with the timetabling office as well as the faculties.
- Ensure safe keeping of all the certificates.
- Manage audit processes within the department (human, budgetary, and capital resources) to ensure a high-quality, customer-focused, and continually improving service delivery to the University.
- Develop, maintain, and implement service-level agreements with relevant departments and stakeholders with respect to the examinations, moderation, and examiners' payments, credits/exemptions, graduations, and certification.
- Contribute to the graduation and certification management profession and ensure that university approaches and practices remain up to date, to influence professional developments and enhance the University's reputation.
- Coordinate all Graduation ceremonies of the University.
- Work closely with the Senior Deputy Registrar in positioning the strategic management processes within the Department and contribute to the transformational agenda of VUT.
- Develop, implement, and maintain an online exemption application system.
- Develop and maintain progressive service delivery with the Institutional Planning Unit (IPU), particularly with HEMIS submissions.
- Keep abreast with technological advancements within the Higher Education landscape.

APPLICATION CRITERIA:

Qualifications and Experience:

- M+4 or equivalent qualification (Honours degree/Postgraduate Diploma)

- A Masters' degree will be a distinct advantage
- 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 on Higher Education Management System (HEMIS) protocols.
- Minimum 7 years of relevant experience in Higher Education Legislation particularly on examinations, graduations, and/or certification processes.
- 2 years managerial/supervisory experience in higher education (particularly in academic administration)

Skills:

- 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.
- Advanced Integrated Tertiary Software (ITS) system knowledge and application

CLOSING DATE FOR APPLICATIONS: 17 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. Vaal University of Technology is an equal opportunity and affirmative action employer. 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.

