



DIVISION: REGISTRAR

DEPARTMENT: ACADEMIC
ADMINISTRATION

POST: DEPUTY REGISTRAR:
ENROLMENT MANAGEMENT &
ACADEMIC STRUCTURE

POST N°: 7976
PEROMNES GRADE: 06

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Manage all applications, admissions, registration, exemptions, academic exclusions, and examination 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 the integrity of the University's academic and student record-keeping
- Develop and ensure the implementation of policies, procedures and processes related to applications, admissions, registrations, exemptions, examinations, and academic exclusions
- Monitor technological developments to support the areas of performance 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
- Advise 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 processes within the department (human, budgetary, and capital resources) to ensure a high-quality, customer-focused, and continually improving service delivery to the University
- Identification and management of applications, admissions and registration related risks
- Work closely with the Senior Deputy Registrar in positioning the strategic management processes within the department and contribute to the transformational agenda of VUT
- Provide support in the development, implementation, and maintenance of an online exemption application system
- Keep abreast of technological advancements within the Higher Education sector
- Preparation of necessary reports as required

APPLICATION CRITERIA:

Qualifications and Experience:

- M+4 or equivalent qualification (Honours degree/postgraduate diploma)
- A Master's degree will be a distinct advantage
- Minimum of seven (7) years' of relevant experience in a tertiary environment, specifically within academic administration, with distinct focus on applications, admissions and registration processes
- 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 on Higher Education Management System (HEMIS) protocols
- At least two (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 independently and collaboratively
- Advanced Integrated Tertiary Software (ITS) system knowledge and application

CLOSING DATE FOR APPLICATIONS: 14 NOVEMBER 2025

Application requirements:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above)
3. Certified copies of all certificates or degrees
4. A certified copy of your South African identity document
5. Current contact details of referees
6. Applications must be emailed to recruitment1@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within 3 months of the closing date, please regard your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Carmen Titus-Tjotjo, email address: carment@vut.ac.za

HR Business Partner: Ms Ntediseng Motaung, email address: ntediseng@vut.ac.za

Please Note

- By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, Indian, women, and persons with disabilities.
- VUT reserves the right not to make an appointment

