

TEACHING AND LEARNING Institutional Planning and Quality Enhancement

POST TITLE	Senior Director: Institutional Planning and Quality Enhancement <i>Bloemfontein campus</i>		
REFERENCE NUMBER	• 258	CLOSING DATE FOR APPLICATIONS	• 25 October 2019
POST LEVEL	• P4	NATURE OF APPOINTMENT	• Five-year Senior Manager performance based contract
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • Doctoral degree • 5 years exposure to higher education institutional planning/strategic planning, with some involvement in quality, data and research management 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • 8 years exposure to higher education institutional planning/strategic planning, with 5 years involvement in quality, data & research management. 		
DIRECT ENQUIRIES TO	<ul style="list-style-type: none"> • Prof DP Ngidi at 051 507 3060 or dngidi@cut.ac.za 		

MAIN TASKS

1. Assist the executive manager with the development of the section's policies and manage the implementation thereof	2. Assist the Vice-Chancellor & Principal with the development of the institution's strategic plan and manage the implementation thereof
3. Manage and monitor the implementation of institutional planning through the following: <ul style="list-style-type: none"> o Institutional Research o Data Management Services o Quality Enhancement o Academic Planning o Annual Performance Planning 	4. Allocation & use of Teaching Spaces
5. Curriculum Advisory services	6. Ensure implementation of KPI's relevant to the section from the divisional operational plan
7. Manage the Three-year Enrolment Planning approved by DHET	8. Maintain the HEMIS Data System and submit reports to DHET for subsidy purposes.
9. Manage institutional Annual Performance Plans, including quarterly and mid-term reports	10. Manage the performance and development of staff
11. Prepare and manage budget for the institutional planning and quality enhancement section	12. Develop reports for external government institutions including HESA, DHET, CHE and SATN.
13. Represent the unit internally and externally at different forums	

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - o A completed and signed CUT application form;
 - o A comprehensive Curriculum Vitae;
 - o A **certified** copy of a South African identity document or a passport;
 - o A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - o A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.

- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za