

## TEACHING AND LEARNING Institutional Planning and Quality Enhancement

<b>POST TITLE</b>	<b>Senior Monitoring and Evaluation Coordinator</b> <i>Bloemfontein campus</i>		
<b>REFERENCE NUMBER</b>	• 956	<b>CLOSING DATE FOR APPLICATIONS</b>	• 1 February 2019
<b>POST LEVEL</b>	• P7	<b>NATURE OF APPOINTMENT</b>	• Permanent support services
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A relevant four-year tertiary qualification (i.e. B. Tech / Honours degree / NQF 8 or equivalent)</li> <li>• 2 to 3 years relevant experience including: <ul style="list-style-type: none"> <li>○ Experience in Planning, Monitoring and Evaluation, including reporting within a higher education or relevant environment</li> <li>○ Experience with qualitative and quantitative data collection, including tracking outcome indicators</li> <li>○ Experience with data platforms, filing systems, databases and select technologies to capture and organize data</li> </ul> </li> <li>• Good computer skills and knowledge of MS Office packages</li> <li>• Ability to manage projects and report writing skills</li> </ul>		
<b>DESIRED QUALIFICATION AND/OR EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A relevant Master's-level degree (i.e. M Tech / Masters / NQF 9 or equivalent)</li> <li>• 2 to 3 years related experience within a higher education environment including: <ul style="list-style-type: none"> <li>○ Experience in designing tools and strategies for data collection, analysis and production of reports</li> </ul> </li> <li>• Advanced computer skills including development of dashboards and ICT related skills, especially in the development of Monitoring, Evaluation and Reporting systems</li> </ul>		
<b>DIRECT ENQUIRIES TO</b>	• Dr AA Szubarga at 051 507 3008 or szubarga@cut.ac.za		

### MAIN TASKS

1. Coordinate and support the performance, assessment, development and application of Institutional Planning and Quality Enhancement (IPQE) capacity across the institution	2. Support the development and maintenance of internally and externally-focused monitoring tools, systems and guidelines to support university-wide IPQE system
3. Coordinate the sharing of performance data with internal and external stakeholders on behalf of CUT for accurate data analysis and reporting	4. Perform ad hoc functions as delegated by the direct line manager

### 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.
  - A completed and signed CUT application form;
  - A comprehensive Curriculum Vitae;
  - A **certified** copy of a South African identity document or a passport;
  - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
  - 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](mailto:jobs@cut.ac.za)