



Central University of
Technology, Free State

JOIN THE TEAM

Customer service

Integrity

Diversity

Innovation

Excellence

Senior Director: Institutional Planning & Quality Enhancement (P4)

TEACHING AND LEARNING | Institutional Planning & Quality Enhancement | Ref 258



Bloemfontein Campus



About the
position

Main purpose of the job

To manage the collection of relevant data (internal & external) and analysis thereof to ensure that resources are effectively utilized; manage all quality improvement processes of CUT; manage institutional Annual Performance Plans (APPs), including quarterly and mid-term reports; manage strategic planning processes (analysis, strategy formulation, strategy execution, and evaluation); co-ordinate all academic planning including university time-table; and manage research processes intended to investigate and analyse institutional performance

Main tasks

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|--|--|
| 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:
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 | |



About the
appointment

Nature of appointment

Five-year Senior Manager performance-based contract

Minimum salary scale (Total Cost to Company)

R1 312 985 (2020 Salary Scales still to be finalised)



What are we
looking for?

Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.

Female candidates, in particular, who meet the stated requirements are encouraged to apply.

Minimum Qualification/ Knowledge and/or Experience

- Relevant Master's degree with advanced progress towards completion of a doctoral degree
- 5 years exposure to higher education institutional planning/strategic planning, with some involvement in quality, data and research management



What are we
looking for?

**Desired
Qualification,
Knowledge
And/Or
Experience**

- Doctoral degree
- 8 years exposure to higher education institutional planning/strategic planning, with 5 years involvement in quality, data & research management



Interested?

Job-Related Enquiries

Prof DP Ngidi

☎ 051 507 3060

✉ dngidi@cut.ac.za

**Remuneration, Benefits and
Process Enquiries**

Ms N Setlaba

☎ 051 507 3913

✉ nsetlaba@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or send an email to jobs@cut.ac.za

CLOSING DATE FOR APPLICATIONS – 24 January 2020

THINKING BEYOND