



#### **VISION**

##### **Shape and own the future**

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

#### **MISSION**

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

### **DIRECTORATE OF INSTITUTIONAL PLANNING AND RESEARCH**

#### **DEPUTY DIRECTOR: MANAGEMENT INFORMATION (P6) – Ref: IP06**

##### **Key Performance Areas:**

- Oversee the collation of Institutional Operational Plan quarterly progress reports.
- Oversee management of HEMIS student, personnel, and space data to DHET
- Oversee management of information for various managerial levels, internal and external reports
- Produce institutional data analysis and interpretation for management reports.
- Administration
- Project management and development of SOPs

##### **Minimum Requirements:**

- An Honours degree in information systems or related field. Master's degree will be an advantage.
- At least 5 years' relevant South African Higher Education Management Information System (HEMIS) and Management Information (MI) experience as well as experience with management of business intelligence systems.

##### **Recommendations:**

- A Master's Degree in a relevant field
- Experience in business intelligence and strategic planning projects

##### **Competencies:**

- Analytical and Interpretive Skills: Ability to analyze and interpret data trends for management information provision.
- Management of Information Systems: Proficiency in managing Higher Education Management Information Systems (HEMIS) and other business intelligence systems.
- Leadership and Coordination: Capability to lead and coordinate data management activities, including submissions to the Department of Higher Education and Training (DHET) and managing data quality teams.
- Report Generation and Communication: Skills in generating reports and communicating insights to senior and middle management to inform decision-making.

- Project Management: Experience in managing projects, developing standard operating procedures (SOPs), and ensuring the implementation of management information-related project plans.

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**Salary Scale:** R751 266.00 – R963 422.00 (P6) basic salary per annum.

**Benefits:** 13<sup>th</sup> cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from [www.mut.ac.za](http://www.mut.ac.za)); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees via email: [hr@mut.ac.za](mailto:hr@mut.ac.za).

Enquiries: Tel: (031) 907 7560 / 7565

**Closing Date: 19 April 2024**

**Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental EE targets, first preference will be given to African Male.**