



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

PLANNER: ACADEMIC & ENROLMENT (P7)

Key Performance Areas:

- Academic and enrolment planning, including the preparation and monitoring of enrolment plans, annual targets and planning submissions.
- PQM management and programme planning support, including HEQSF alignment, programme changes, programme viability information and CHE/DHET process coordination.
- Evidence-based analysis and reporting on enrolment trends, programme demand, size and shape, space/resource implications and planning risks.
- Support for SEEP implementation and coordination of academic planning processes across Faculties, academic departments and support divisions.
- Cascading and alignment of institutional strategy, APP, IOPs and operational plans through templates, planning sessions, feedback and monitoring reports.
- Support to the Director: Strategic Planning on institutional planning projects, stakeholder engagements, governance submissions, presentations and planning workshops.

Minimum Requirements:

- A relevant Master's degree in Higher Education, Education, Public Administration, Development Studies, Strategic Management, Planning, Monitoring and Evaluation, Data Analytics, Economics, or a related field.
- At least five years' experience within the higher education sector.
- Sound understanding of the South African higher education environment and the policy/regulatory framework that informs academic and enrolment planning.
- Demonstrable knowledge of academic planning, PQM, HEQSF, CHE/DHET programme approval processes and student enrolment planning.
- Proven ability to analyse institutional, enrolment and programme-related data and translate evidence into clear reports, business cases, submissions and recommendations.
- Computer literacy, with strong working knowledge of MS Office, especially Word, Excel and PowerPoint.

Recommendations:

- Experience in university planning, institutional research, quality assurance, academic administration, enrolment management or a related institutional support environment.
- Exposure to SEEP, APP, IOP/DOP processes, programme viability analysis, DHET reporting and institutional governance submissions.

- Experience coordinating cross-functional planning projects involving Faculties, academic departments and support divisions.
- Knowledge of institutional systems or data platforms used for planning, enrolment, timetabling, HEMIS or business intelligence will be an advantage.

Competencies:

- Analytical thinking, evidence-based decision-making and attention to detail.
- Excellent report-writing, facilitation, presentation and communication skills.
- Strong planning, project coordination, follow-through and deadline management skills.
- Stakeholder engagement, professionalism, discretion and the ability to work across Faculties and divisions.

Salary Scale: R684 185.00 – R872 906.00 basic salary per annum.

Benefits: 13th 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); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records including matriculation certificate (**Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa**), proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license (where applicable) (e)certified copy of the identity document. ; and (f) names of three contactable referees to: Department of Human Resources and Development, via email: hr@mut.ac.za.

No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will not be considered.

Only shortlisted candidates will be contacted. If you don't hear from MUT within 3 months, please deem your application unsuccessful.

Enquiries may be directed to:

Tel: (031) 907 7328 / 7565 / 7560

Closing Date: 21 July 2026

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 an African Female.

The University reserves the right NOT to make an appointment.