



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.

CLOSING DATE FOR APPLICATIONS: 06 October 2026
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Application requirements:

1. A fully completed prescribed application form (downloadable from www.mut.ac.za).
2. A detailed curriculum vitae, explicitly stating relevant experience or knowledge fields mentioned above.
3. Certified copies of all academic qualifications plus academic records including matric certificate **(please provide academic transcripts and SAQA evaluation certificate if qualifications were obtained outside South Africa)**.
4. Proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license (where applicable).
5. Certified copy of your valid South African identity document.
6. Current contact details of three contactable referees.
7. Applications must be emailed to hr@mut.ac.za. Please quote the post reference and post description in the subject line.
8. No manual applications will be accepted. Incomplete applications or applications without the application form and required supporting documents will not be considered.
9. Only applications submitted using the official MUT application for employment form will be considered.
10. Only shortlisted candidates will be contacted. If you don't hear from MUT within 3 months, please deem your application unsuccessful.
11. By submitting your application, you consent to MUT verifying your qualifications and sharing your personal information with the selection committee and other authorized stakeholders involved in the recruitment process.

Enquiries may be directed to:

Tel: (031) 907 7328 / 7560

Mangosuthu University of Technology is an equal opportunity and affirmative action employer. In considering candidates for appointment into the advertised post/s, preference will be accorded to persons from designated groups as guided by the approved Employment Equity Plan of the University and in compliance with the


The University reserves the right NOT to make an appointment.