FACULTY PLANNING AND QUALITY OFFICER
(Payclass 10)
Faculty Office
Faculty of Commerce

We invite applications for this position for appointment as soon as possible.

The successful candidate will manage the Faculty's planning and quality assurance, thereby ensuring an effective and quality-oriented service to applicants, students, academic departments and to members of the Faculty, and supporting the Faculty's strategic priorities. The position provides support to the Dean, Deputy Deans, Faculty Manager and the Heads of Departments with data analysis and information to support their planning and decision-making, with an emphasis on academic and research planning as well as quality assurance of learning programme outcomes.

Requirements for the position:

- A NQF7 qualification.
- At least 2 years' relevant experience in operationalisation of institutional and/ or legislative frameworks, preferably in a Higher Education institution.
- At least 3 years' relevant experience in analysing large data sets, reporting and policy analysis, preferably in a Higher Education institution.
- Experience with higher education student information management systems.
- The ability to interpret legislation, regulations, policies, and guidelines.
- Demonstrable experience in strategy implementation.
- Detailed knowledge of the HE environment, academic structures, and processes.
- Sound knowledge of research methodologies and statistical methods.
- Proven ability of committee servicing,
- Excellent interpersonal skills and ability to work with stakeholders at different levels.
- The ability to co-ordinate operations, work flexibly, independently, and accurately in a pressurized environment, with minimal supervision and as part of a team.
- Leadership and strong administrative, organizational, and planning skills (meticulous attention to detail).

The following will be advantageous:

- Familiarity with HEMIS (Higher Educations Management Information System).
- Experience with Peoplesoft
- Experience in both quantitative and qualitative research would be an advantage.
- Knowledge of UCT policies and procedures

Responsibilities include:

- Managing faculty governance and planning processes (handbooks, committees, and submissions to university statutory bodies).
- Responsible for the design, implementation and management of quality assurance enhancement strategies and frameworks within which Faculty policies will be developed, to assure the quality of academic standards.
- Prepare annual faculty submissions for course enrolment projections, enrolment targets, HEMIS, throughput and completion rates.
- Develop and maintain a Faculty information management process and ensure that the Faculty has adequate policy information and data to inform its academic management and planning functions.
- Design and implement a quality assurance process for updating the Faculty's handbooks and manage annual amendments to the Prospectus, Directions for Applicants and Faculty handbooks for accuracy and currency.
- Conduct data modelling exercises in support of Academic Administration, the Dean, and Heads of Department to support academic, staff and financial planning.
- Provide high level support to the Faculty Manager, the Dean and other members of the Faculty in respect of ad hoc and strategic projects.
- Servicing the Faculty Committees including the drafting of documents for inclusion in the agendas.

The annual cost of employment, including benefits, is between **R580 137** and **R682 513**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Abigail Dixon at recruitment03@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc);
- A one-page motivational letter, stating how you meet the requirements of the position; and
- Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete and might not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Telephone:	021 650 1673	**Website:**	www.commerce.uct.ac.za
Reference number:	E230339	**Closing date:**	27 October 2023

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf.

UCT reserves the right not to appoint.