



SENIOR INFORMATION ANALYST: INSTITUTIONAL INFORMATION UNIT

(Payclass 11)

Institutional Planning Department

The Institutional Planning Department is looking to recruit a Senior Information Analysts to join the Institutional Information Unit team.

The ideal candidate will be required to combine strong quantitative and analytical skills, knowledge and experience of the South African higher education environment to provide analyses and interpretation of quantitative and quantitative data, including learning analytics.

Requirements:

- An Honours degree (NQF 8 level) or equivalent.
- A minimum of 5 years recent and relevant experience of which 2 years' experience should be as a data analyst, ideally in a higher education environment.
- Strong quantitative and analytical skills
- Proven ability to develop surveys, interpret statistical analyses and develop decision support models.
- High level proficiency in the use of word processing, spreadsheet and data analysis and visualisation tools (such as Excel, Word, and PowerBI) Knowledge of relational database principles and proficient in the development and use of relational databases.
- Appropriate project management/coordination experience including planning, organising, reporting and presenting skills.
- Attention to detail, report writing, good presentation skills and an uncompromising attitude to meeting deadlines without sacrificing quality.
- Sound interpersonal and good communication skills (verbal and written).
- Demonstrated ability to work independently, with minimal supervision, as well as part of a team.
- Ability to multi-task, prioritise work appropriately, work under pressure.

Advantageous:

- Honours qualification with a quantitative bias...
- An in-depth understanding of student data and the academic structure.
- Working knowledge of HEMIS data.
- Familiarity with UCT IT systems, processes and policies.

Responsibilities:

Data analysis and reporting, conducting institutional research, including survey development.
Data quality, support and learning analytics.
Management information for planning purposes.
Enrolment planning and student equity targets.

The annual remuneration package, including benefits, is between **R 711 889** and **R 837 514**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter outlining your suitability for 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. Only shortlisted candidates will be contacted.

Telephone: 021 650 3831

Website: www.hr.uct.ac.za

Reference number: E230375

Closing date: 04 December 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.