



#### **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**

**DIRECTOR: MONITORING, EVALUATION AND REPORTING (P5): Ref: IP01**

### **Key Performance Areas:**

- Manage staff performance within the unit.
- Coordinate the writing and submission of the MUT Annual Report of year n-1; the MUT Mid-Year Performance Report of Year n; and the development of quarterly reports on the Institutional Operational Plan (IOP)
- Coordinate statutory and compliance reporting to DHET and other stakeholders, including HEMIS reporting to DHET.
- Coordinate institutional data provision and conduct data analyses as required.
- Assist in the development of MUT's Strategic Plan, Annual Performance Plan (APP) and Institutional Operational Plan (IOP)
- Collaborate on DIPR Institutional Research projects and Risk Management.

### **Minimum Requirements:**

- A Master's Degree, preferably with a strong numerical background.
- At least five years' experience in a senior position in a University's Institutional Planning Office or HEMIS Unit (Higher Education Management Information System)
- A successful record of leadership and teamwork

### **Recommendations:**

- A Doctoral degree
- Experience in Institutional Research projects.

### **Competencies:**

- A good understanding of the operations and affairs of a university
- A good knowledge of strategic planning
- Performance monitoring and evaluation skills

- High-level language and writing skills.
- Attention to detail.
- The ability to think strategically and operationalize this into plans and projects.
- The ability to mobilize and inspire others towards shared goals.

---

**Salary Scale:** R888 318.00 – R1 220 834.00 (P5) 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 7328 / 7560 / 7565

**Closing Date: 16 August 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 Employment Equity targets, first preference will be given to African Male.**

**The University reserves the right NOT to make an appointment.**