**The University of KwaZulu-Natal (UKZN) 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 Plan.**

**INSTITUTIONAL PLANNING AND GOVERNANCE DIVISION**

**MANAGER (PEROMNES GRADE 6)**

**INSTITUTIONAL PLANNING**

**WESTVILLE CAMPUS**

**REF NO. IPG03/2022**

The Manager Institutional Planning has University-wide responsibility for the coordination of institutional planning and reporting; coordination of institutional research and the maintenance of the academic structure. The incumbent will be required to:

* Provide leadership and management to Institutional Planning
* Ensure the provision of accurate, reliable and relevant data and information for reporting and planning processes
* Manage the daily operations of the department (including finances, procurement and administration)
* Manage the staff in the department in all areas of planning, management information, institutional research, statutory reporting, data quality and academic structure
* Direct, co-ordinate and monitor the development of appropriate data reports in support of planning and enrolment management and monitoring
* Have financial responsibilities for the department.

**MINIMUM REQUIREMENTS**

* Relevant research\_ or metrics-based honours degree (maths, stats or other relevant), or equivalent post graduate qualification.
* A minimum of 5 years relevant experience in an institutional planning environment, of which at least 3 years must be in the areas of management information and institutional planning in a busy and pressurised environment in a large organisation.
* Ability to develop collaborative relationships with senior staff across the University.

**Short-listed candidates may be required to make a presentation.**

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 09 September 2022. To apply please copy the following link into your browser:** [**https://ukzn.ci.hr**](https://ukzn.ci.hr)

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.