

ADVERTISEMENT

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

PRINCIPAL ANALYST (INSTITUTIONAL INTELLIGENCE)

INFORMATION AND COMMUNICATION SERVICES DIVISION

(PEROMNES GRADE 7)

REF NO.: ICS16/2016

The purpose of the job is primarily to drive the ICS division toward its overarching objective of compliance with the UKZN IT Strategy. ICS is client centric and a singular team with no silos, which means that as a need/gap/crisis arises in any part of the team, all team members are required to make time available to support the area of the team that is in need, when requested by the line manager.

The purpose of the job is to support the planning and decision-making processes of the University by:

- Extracting, analysing and reporting management information;
- Undertaking statistical analysis and preparing formal reports for Executive and Management;
- Undertaking Institutional Research in collaboration with other Researchers in UKZN;
- Supporting the institutional planning & monitoring processes;
- Conceptualising and implementing Institutional Intelligence in the University;
- Providing leadership in the areas of statutory reporting and data quality;
- Conceptualising and implementing appropriate systems in support of the functions of the Division.

Minimum Requirements:

- Matric plus Relevant bachelors' degree (maths, stats, information systems or other relevant majors) or equivalent qualification
- At least 5 years' experience in the provision of Management Information, Institutional Planning and Institutional Research, in a busy and pressurised environment in a large organisation.
- Proven experience in business analysis and demonstrable knowledge of SQL and databases

Advantages:

- Experience in the higher education sector in the area of systems and institutional research
- Knowledge of Higher Education reporting systems.

Appointment to this post will be on January 2012 Conditions of Service.

The closing date for receipt of applications is 29 November 2016.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-nn@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line.