

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

RESEARCH DIVISION
RESEARCH DATA AND INFORMATION ANALYST
(PEROMNES GRADE 7)
WESTVILLE

REF NO.: RO16/2015

The Research Data and Information Analyst will provide research-related data and information to the DVC Research and University Dean of Research, as well as other relevant stakeholders, when needed.

Responsibilities include: managing databases in relation to research outputs; providing research reports and assisting the university community to analyse research-related data; managing and maintaining the Research Office website and LAN notices; providing training support in relation to research data access and use; analysing and collating data from multiple sources in order to facilitate the data submission required by the various Rankings organisations that UKZN subscribes to.

Minimum Requirements:

- Grade 12 plus a Bachelor's degree (Mathematics, Statistics, Information Systems or other relevant majors), and an Honours or equivalent postgraduate qualification.
- Five (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 Structured Query Language (SQL) and databases.
- Experience in management information or in an Institutional intelligence environment.
- Experience in institutional planning and institutional research.
- Knowledge of analytical and statistical software; business analysis / processes
- Customer relationship skills; Communication skills; analytical skills; logic skills.

Advantages:

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

The total remuneration package offered includes benefits. Appointment will be on Conditions of Service 2012.

The closing date for receipt of applications is 30 October 2015.

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-jm@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line.