

# UNIVERSITY OF SOUTH AFRICA

**DEPARTMENT: PLANNING AND QUALITY ASSURANCE**  
**DIRECTORATE: PLANNING AND ANALYSIS**

**CHIEF ANALYST (P5)**  
**(MUCKLENEUK CAMPUS)**

**(REF:CHIEFANALYST/P&QA/P5/2316/2019/ LEN)**

The main purpose of the position is to analyze strategic imperatives, to develop, maintain and manage strategic scenarios and to provide strategic management information.

## **Requirements:**

- Honours degree or BTech or Postgraduate Diploma plus 10 years' experience in Quantitative/Statistical/ Forecasting and ICT advanced programming techniques.  
**OR**
- Masters' degree or MBA or MBL plus 8 years' experience in Quantitative/Statistical/ Forecasting and ICT advanced programming techniques.  
**OR**
- Doctoral degree, including DTech and 5 years' experience in Quantitative/Statistical/ Forecasting and ICT advanced programming techniques.
- Knowledge of Higher Education Environment and financial understanding.

## **Knowledge and skills:**

- General management (including knowledge of applicable policies and procedures)
- Risk management
- King Report on corporate governance
- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable for higher education institutions
- Policy development and implementation
- Analysis skills
- Logical skills

## **Duties:**

- Technical Activities:
  - Develop and maintain strategic decision making scenario/models in line with institutional and broad higher education strategic goals, needs and imperatives.
  - Manage and direct the application of decision making models and the provision of strategic management information.
  - Develop and maintain an institutional forecasting performance management evaluation model.
- Communication Activities:
  - Report the outcomes of activities to appropriate stakeholders including AEAHRPC, USPRC, Management Communities, AERMCoC and COUNCIL.

- Strategic Institutional Liaison Activities:
  - Provide strategic insight and direction to institutional role players and external stakeholders.

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the responsibilities attached to the position

**Closing date:** **07 October 2019**

**Enquiries:** (012) 429 2428 ( Mr B Masiye : Director: Planning and Analysis)  
(012) 429 4992 (Ms LJ Ash: HR Staffing and Client Services)

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
  - all educational qualifications,
  - academic transcripts/records;
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form (APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST) is obtainable from the above-mentioned website.**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- ***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***

We welcome applications from Persons with Disabilities



- **Applications must be submitted in an envelope clearly marked with the name of the relevant Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.**
- **Applications must be posted to Unisa, HR: Staffing, PO Box 392, Unisarand, 0003.**
- **Hand delivered applications can be deposited into the Application Box marked HUMAN RESOURCES) situated at Muckleneuk Campus: OR Tambo Building, Main Entrance 3<sup>rd</sup> Floor.**