

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: INSTITUTIONAL RESEARCH AND BUSINESS INTELLIGENCE

**POSITION: DIRECTOR: INSTITUTIONAL RESEARCH (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR/IR/IRBI/GRM/2018)

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Director: Institutional Research.

The purpose of the position is to undertake an array of Institutional Research (IR) activities and initiatives to guide and inform strategy, planning, decision-making, and operational management at Unisa.

The incumbent does so by having to:

- Develop and Implement a high-level Strategic and Operational Plan for Directorate Institutional Research (DIR);
- Develop, Review and Monitor Institutional Research;
- Develop, Review and Monitor Internal Quality Assurance Document;
- Conduct Environmental Scanning and Benchmarking activities in the higher education domain;
- Develop draft IR Directive outlining key objectives, principles and procedures for the coordination of institutional research;
- Provide People Leadership and Management;
- Manage Institutional Research processes and procedures;

Requirements

- Minimum Honours Degree in Research, Statistics, social Sciences or equivalent quantitative and qualitative skills. Preference will be given to candidates with Master's degree and above.
- Minimum of 10 (ten) years' relevant work experience within Institutional Research or an equivalent research environment, actively undertaking research, of which 5 (five) years' experience should be at management level.
- Knowledge and experience in both quantitative and qualitative research.
- Knowledge of the higher education policy environment, frameworks, procedures and systems.

Technical Skills

- Statistical and analytic knowledge and capability coupled with familiarity of statistical packages such as SPSS, SAS or others
- Relevant ICT Skills: Proficiency in Microsoft Office products (such as Word, Excel, PowerPoint, Access) and demonstrated competency in the use of Cloud-based Computing technologies.

Knowledge, skills and abilities required for the successful accomplishment of the job, which include:

- Higher Education acts, policies and frameworks.

- Unisa policies and strategic plans.
- Research methodologies (quantitative and qualitative).
- Statistical knowledge and ability.
- Financial management.
- Project management.

Assumption of duty : As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position.

Closing Date : **7 January 2019**
Enquiries : **Mr GR Masingi (012) 429 4606**

Interested candidates should send a detailed covering letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)
 Application can be forwarded by email to: banapp@unisa.ac.za
 Unisa is not obliged to fill an advertised position.
 Late, incomplete and incorrect applications will not be considered.
 We welcome applications from persons with disabilities.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.