



DIRECTOR: ADMISSIONS

Payclass 13 (5)

OFFICE OF THE REGISTRAR

We invite applications for appointment to the exciting position of Director: Admissions as soon as possible. This role has important dimensions both internal to the university, and externally to a range of stakeholders. Internally, responsibilities include oversight of the student application and admission processes and delivering a robust set of business processes to the various business areas of the institution while also ensuring that the integrated systems network is optimized to support that business. Externally, the Director: Admissions represents the University to the under- and postgraduate applicant communities, to external examining authorities, education departments and various interest groups.

Requirements for the position:

- A NQF level 8 qualification;
- 7 years' relevant experience within a higher education environment with 5 years in Management, and demonstrated experience in organizing, developing and implementing operational systems;
- A strong understanding of the South African legislation relevant to student admission to higher education, but also of the trends nationally in the sector;
- Excellent written and oral communication skills, and particularly strong presentation abilities;
- Experience with the quantitative analysis of significant data sets, and developing reports and proposals based on such data;
- A record of contribution to organisational strategy complemented by proven planning and organisation strengths;
- Demonstrated knowledge and understanding of admission requirements, procedures and student funding processes;
- A strong understanding of the South African legislation relevant to student admission to higher education, but also of the trends nationally and internationally in the sector;
- Experience in the recruitment and engagement of continental and global stakeholders;
- A valid driver's license.

The following would be advantageous:

- A NQF level 9 qualification;
- Extensive experience with integrated ERP systems, including PeopleSoft Campus Solutions or similar;
- Experience with business intelligence systems and the design of reports and/or dashboards;
- A good understanding of the nuances of the secondary school system nationally and the South African higher education landscape.

Areas of responsibilities include:

- Management of the operations of the Admissions Office, including staff and financial management;
- Serving as the business process owner for applications and admissions, and to align policy and practice in that context;
- Being an institutional representative to various organisations related to admissions;
- Delivering flagship events for the institution, such as the annual UCT Open Day;
- Representing the business of applications and admissions on a wide range of institutional committees;
- Participating in student recruitment activities as required from time to time;
- Being responsive to the ad hoc needs of the business area.

To apply, please e-mail the below documents in a **single pdf file** to Ms Natasha Khan at recruitment06@uct.ac.za

- Signed UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A letter of motivation, detailing how you meet the minimum requirements for this job, and;
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

- An application which does not comply with the above requirements will be regarded as incomplete.
- Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 3469

Reference number: E220442

Closing date: 09 December 2022

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf ."



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UCT reserves the right not to appoint.