

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely 'people-centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Institutional Planning Monitoring and Evaluation

Post: Strategic Intelligence Officer (Ref I3I5)

Role Purpose:

To work collaboratively with IPME colleagues to build rigour into key strategic decisions in the Institution, by championing data analysis and turning it into insightful information and recommendations to support executives in evidence-based decision-making. Further, to provide data analytics and management information for all monitoring and evaluation reporting obligations. In addition, the incumbent will be required to assure data quality and build strong business intelligence and data management information infrastructure, systems, and tools for DUT.

Minimum Requirements:

- A 4-year relevant qualification in the natural/mathematical sciences
- 5-8 years relevant experience in information management/data science/Data engineering/Computer Science of which 3-4 years ideally within the strategic planning function
- Data mining and predictive data modelling
- Advanced excel proficiency
- Data warehousing and business intelligence platforms
- Reporting (KPIs, metrics)
- Machine learning techniques

- Designing Dashboards and Scorecards
- Data visualization and communication
- Conceptual thinking
- Analytic Problem-Solving

Summary of Duties:

- Analyse and interpret data using statistical and business intelligence tools and turn data into information to support the University in its strategic management, planning and decision-making requirements.
- Use innovative and emerging technologies, models and tools for data collation, extraction and analysis, across a variety of different University data sources, to discover trends, opportunities, threats, to report on key areas of institutional performance and provide advice, recommendations and develop credible scenarios to shape strategic intelligence for strategic planning and decision making to inform DUT's strategic, operational, and reporting priorities.
- Work with IPME Institutional Research (IR), Planning and Monitoring Evaluation and Learning (MEL) team by giving cross-functional data analytics support.
- Capture and organize data to track strategy implementation progress and monitor institutional performance against strategic goals and targets as presented in the Strategic Plan, Annual Performance Plan (APP) and Extended Annual Performance Plan (EAPP).
- Maintain data warehouse(s) as well as institutional dashboards
- Ensure compliance with relevant government legislation and regulations, as well as internal policies and procedures that pertain to institutional information and data.
- Establish data quality standards, implement and maintains these and also responsible for the running of data integrity tests to determine and report on any limitations in terms of data reliability or usability.
- Formats and restructures data (using dashboards; infographics; narratives, etc) into reports on DUT's operational and strategic performance for submission/presentation to internal and external stakeholders, where such reports maybe investigative reports, ad-hoc reports and compliance reports.

Salary: Market related

Contact Person: Ms Millicent Hlatshwayo
Email Address: HCSRecruitment@dut.ac.za
Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications, and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 17 February 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.