

Applications are invited from interested person(s) for the under mentioned post.

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 was 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: INSTITUTIONAL PLANNING OFFICER (2 POSTIONS) (I3I0) OR (I3I1)

Minimum Requirements:

- Honours Degree or equivalent (NQF 8) in a relevant discipline
- 5-8 years relevant experience in developing organizational strategic and operational plans.
- Knowledge and understanding of strategic and operational planning and reporting principles.
- Understand internal and external factors which impact on strategic direction of the Institution and ensure these are reflected in forecasts.
- Ability to identify challenges, trends, and opportunities.
- Knowledge of planning analysis tools and modelling.
- High level written and oral communication skills in the business language of the University.
- Demonstrated capacity to manage multiple priorities to meet competing deadlines.

Summary of Duties:

- Maintains and further develop the strategic planning framework and design approaches for strategic and multi-year operational planning.
- Facilitate the line of sight between Institutional strategy and the APP and EAPP and facilitates the cascade of this alignment to divisional-, faculty- and departmental-level operational plans and tactical plans.
- Collaborate with and capacity build stakeholders responsible for KPI achievement on planning execution principles and concepts.
- Supports in the mid-term/cyclical review of the strategic plan.
- Supports in the facilitation of adaptive management learning sessions.
- Manage all administrative processes surrounding the strategic and operational planning process.
- Collate data into reporting templates and draft written narratives for mandatory, statutory and management plans and reports.
- Compile plans and complete reports, in alignment to DHET regulations and institutional requirements, for submission to DHET and Council.

- Review the planning and reporting processes to make process improvement recommendations to line management.
- Collaborate with Institutional Planning Monitoring and Evaluation (IPME) team and other stakeholders to support collation and compilation of data and information for the preparation of plans and reports.

Contact Person : Mrs L A Boucher
Contact Email : talent@dut.ac.za
Status of Position : Permanent
Salary : Market Related

Applications should include:

- A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to talent@dut.ac.za and quote the post reference and post description in the subject line.

CLOSING DATE: 09 JUNE 2023

Please note:

“The University reserves the right not to appoint” or to re-advertise to widen the pool of

applicants Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Plan, with specific consideration for Female candidates.