

## **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: MONITORING AND EVALUATION SPECIALIST (I3I4) MINIMUM REQUIREMENTS:**

- Master's Degree in a relevant discipline with a component in organizational research and evaluation.
- 3 – 5 years' experience as a professional in the monitoring and evaluation field.
- Experience in setting up and managing M&E systems for strategic and operational plans.
- Experience in monitoring, evaluation, benchmarking, comparative peer studies, situational analysis, and research within the Higher Education sector.
- Analytical and problem-solving ability.
- Problem/Situation analysis and synthesis.
- Demonstrated ability to conduct qualitative and quantitative data analysis.
- Excellent written and oral communication skills in the business language of the University.

### **SUMMARY OF DUTIES:**

- Conceptualise and develop a plan, tools, frameworks, templates and models for Institutional performance monitoring, evaluation, reflection, and reporting, taking into consideration existing approaches.
- Maintain awareness of relevant sector developments to gather intelligence, insights and examples of best practice.
- Lead all IPME regular and ad-hoc monitoring and evaluation tasks to identify strengths and weaknesses and trends in performance.
- Identify strategic Institutional performance barriers, challenges, gaps, and enablers and make recommendations on strategic initiatives to enhance Institutional performance.
- Identify and conduct assessment on international, national and institutional trends, best practices and scenarios and peer comparative studies and formulate strategies on these to recommend to management.

- Responsible for all M&E capacity-building activities and learning practices, with DUT stakeholders.
- Collate data according to the requirements of various rankings agencies and submit validated data and to rankings agencies, which the University has elected to participate in.
- Receive and quantitatively and qualitatively analyse rankings results and provide reports on the same to management.
- Report gaps to management in relation to non-achievement of organisational performance targets and coordinate strategic discussions for action plans to close performance gaps.
- Extract monitoring and evaluation data and qualitatively and quantitatively analyse this data in preparation for performance review and reports as required and to inform learning for annual operational-level planning processes and strategic planning processes.
- Lead M&E reporting to DUT stakeholders by providing written documentation and/or presentations on M&E activities and indicator results for progress, quarterly, mid-year, annual reports, and plans, rankings performance reports and reports on scenario and environmental situational analyses.

**Contact Person** : Mrs L A Boucher  
**Contact Email** : [talent@dut.ac.za](mailto: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](http://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](mailto: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.