



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

**POSITION: INSTITUTIONAL RESEARCHER
DIRECTORATE: STRATEGIC MANAGEMENT SUPPORT
PRETORIA CAMPUS
POST LEVEL 06
Ref: 26/KO6
OFO Code:**

The Directorate of Strategic Management Support invites applications for a transfer position of Institutional Researcher, based at the Pretoria Campus. This is a permanent position within the Office of the Director: Strategic Management Support.

INSTRUCTIONS: Applicants are required to submit together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications and identity documents. Failure to comply with this instruction will disqualify the candidate. Further, note that candidates may be expected to make a presentation or undergo competency testing.

Critical Performance Areas:

- Institutional research, strategic intelligence, and decision support
- Strategic planning and enrolment management support
- Scenario planning, modelling and institutional forecasting
- Surveys, institutional studies, and data collection
- Environmental scanning, benchmarking, and trend analysis
- HEMIS integration, data quality assurance and statutory reporting support
- Faculty and programme-level analytical support
- Ad hoc institutional research and development projects
- Other duties related to institutional research and planning support

JOB SPECIFICATION/MINIMUM REQUIREMENTS:

Minimum Qualifications

- NQF level 10 (relevant Doctorate in Specialist field of expertise)

Women and people with disabilities are encouraged to apply.





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Experience

- Four (4) years relevant experience as a specialist in the field of expertise.
- The role requires sound knowledge of, insight into, and a strategic understanding of the higher education environment, including its governance, regulatory, and operational contexts
- Applications must demonstrate significant experience in complex administrative environments, with strong organizational and coordination skills, and the ability to build and sustain effective working relationships across academic, professional, and executive structures
- The incumbents must be able to function effectively under pressure, respond timeously to institutional demands, and manage competing priorities.
- The position further requires unquestionable integrity, credibility, and judgement, as well as the stature and competence to engage confidently with senior stakeholders

KEY COMPETENCIES

Knowledge

- In-depth knowledge of the South African Higher Education System and its regulatory environment
- Sound understanding of national higher education policies, including DHET funding, enrolment planning, and HEMIS frameworks
- Awareness of international and regional trends in higher education, including performance measurement, funding, and accountability
- Knowledge of institutional planning, monitoring and evaluation within a university context.
- Understanding of institutional performance indicator, including enrolments success, throughput, graduate, and research outputs
- Knowledge of management information systems, institutional databases, and data governance principles
- Familiarity with ethical requirements and good practice in institutional research and data use.

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**Send your CV to: RecruitmentMM@tut.ac.za
Enquiries: Dr J Snyman (012 382 5728) (Snymanjm@tut.ac.za)
Closing Date: 07 August 2026**

NB: If you have not received a response within one month of the closing date, please consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only. **The University reserves the right not to make an appointment.** In line with its commitment to employment equity, the University aims to promote presentively in respect of race, gender, and disability in the filling of this post.

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