



The University of Zululand subscribes to the principles embedded in the Employment Equity Act

INSTITUTIONAL PLANNING

HEMIS OFFICER:

ACADEMIC PROGRAMMES, SPACE AND TIMETABLING

REFERENCE NUMBER: 2019/10/RP09

GRADE 8

The primary purpose of the HEMIS Officer role is to provide technical work by implementing, supporting and monitoring the university ITS database systems in defining the Academic Structure Programmes, Space data information and timetable teaching space usage. The incumbent will take full responsibility of maintaining space data information on the university's ITS system in line with the relevant norms and framework requirements.

KEY ACTIVITIES

- Space data maintenance.
- Academic Structure maintenance.
- Informative Statistical reporting.
- Project Administration.
- Administration.

MINIMUM REQUIREMENTS

- Bachelors Degree in Information Systems / Management Information Systems / Facilities Management / Mathematics and Statistics / Data Analytics or equivalent qualification.
- A minimum of two (2) years' experience of Academic Structure maintenance using the ITS system.
- A minimum of two (2) years' experience in Space data maintenance activities using any IT related system.
- One (1) year experience in the management of teaching timetable using any IT related system.

PREFERENCE

- Experience in generating statistical reports using Oracle Discoverer will be an added advantage.
- Experience in Project Management will be an added advantage.

OTHER REQUIREMENTS

Knowledge

- DHET space & Cost Norms for Building Body.
- DHET Macro Infrastructure Framework (MIF).
- University policies, rules and regulations.
- HEQSF & CESM policy.
- Oracle Discoverer MI tool.

Skills

- High level analytical skills
- Presentation skills
- Project Management Skills
- Communication skills (written and verbal)
- Computer literacy - Use of Microsoft office and the ITS system
- Administrative skills
- Critical skills

Behaviour / Attributes

- Emotional intelligence
- Consistency
- Professionalism
- Attention to detail
- Flexibility to learn new strategies
- Ability to adjust to new IT systems

CLOSING DATE: 27 October 2019

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.