

The National University Of Lesotho



External Advert

POSITION	Institutional Research Officer
DEPARTMENT/SECTION	Development Planning
RESPONSIBLE TO	Director Development Planning
LOCATION	National University of Lesotho (Roma)
QUALIFICATIONS	<p>EDUCATIONAL BACKGROUND AND EXPERIENCE</p> <p>Bachelor's degree in Demography and Statistics or Psychology + five (5) years working experience, three(3) years of which must be in managing research projects</p> <p>OR Bachelor's Degree in a related Social Sciences field +seven(7) years working experience, five(5) years of which must be managing research and development projects with both quantitative and qualitative research elements</p> <p>OTHER NECESSARY KNOWLEDGE AND/OR EXPERTISE</p> <ol style="list-style-type: none"> 1. Excellent word processing skills(MS Word) and ability to work from hand written copy 2. Knowledge of research design and implementation 3. Ability to collect data and manage large datasets 4. Ability to manage large datasets and work within complex institutional databases 5. Knowledge of project management and Strategic management 6. Ability to make decisions and solve problems 7. Demonstration of personal drive and

	self-motivation 8. Demonstration of visionary leadership 9. Strong conceptual and analytical skills 10. Creative and innovative thinker 11. Technical, management and professional expertise 12. Ability to work without close supervision
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PURPOSE OF THE JOB

To undertake institutional research related to the Council on Higher Education student and staff data for the Directorate of Development Planning.

JOB SUMMARY

1. Responsibility of the incumbent will include the following to; undertake research on institutional quality assurance (QA) for the Council on Higher Education (CHE), update and manage institutional data on staffing and students records in collaboration with the Director Human Resource and the Academic Office

MAIN DUTIES AND RESPONSIBILITIES

1. To Undertake institutional research on Quality Assurance

- 1.1 To design and maintain research tools including web survey instruments for monitoring internal QA and reporting to stakeholders
- 1.2 To develop, maintain, and update online queries and reports to fulfill recurring data needs for internal (NUL) and external (CHE) reporting requirements;
- 1.3 To produce tables, graphs, and narrative analysis of data to easily display and summarize university data such as staff satisfaction, students enrolments and graduate employability
- 1.4 To create and present dynamic reports and data sets to support timely institutional strategic decision making and reports for the accreditation process for CHE
- 1.5 To provide training and support to academic staff members regarding the planning, analyzing, and reporting processes required for strategic planning and quality assurance

2. To Update and manage institutional data and policies

- 2.1 To update and manage institutional data on staff and students using the University ITS system
- 2.2 To train and support the members of the Directorate of Human Resource and the Academic Office on institutional data requirements from CHE
- 2.3 To Participates in professional development activities, in campus meetings, and serve on committees as required
- 2.4 To Perform periodic review of written procedures and policies as necessary to improve the quality of academic services
- 2.5 to ensure that cyclical project timelines for institutional strategic planning are met

KEY PERFORMANCE AREAS (KPA)

1. Developed institutional research tools and guidelines
2. Updated institutional databases
3. Submitted CHE data
4. Developed institutional research reports
5. Trained institutional staff

KEY PERFORMANCE INDICATORS (KPI)

1. Availability of institutional research tools and reports
2. Availability of institutional databases
3. Availability of uploaded CHE datasets
4. Availability of staff training reports

3.0 TYPE OF CONTRACT

Permanent and pensionable/gratuitable for Locals and Contract for Non-Locals.

4.0 REMUNERATION:

The University offers competitive salaries.

5.0 OTHER INFORMATION

The University offers salaries and benefits commensurate with qualifications and experience.

- (a) Application letters should state relevant qualifications and experience and provide other information that will assist the University to determine the candidate's suitability for the position.
- (b) Provide current CV's (including telephone, telefax and e-mail).

- (c) Provide **names** and **contact details** of three (3) professional references from Lead Consultants, Project Managers and Employers (current or previous).
- (d) Comprehensive curriculum vitae, certified copies of educational certificates and transcripts.

Applications should be hand delivered OR post to:

The Director - Human Resources
National University of Lesotho
P.O. Roma 180 Lesotho
Southern Africa

The closing date for receiving full applications for the position is 25th NOVEMBER, 2019.

DISCLAIMER: Applicants who do not receive any response within three months after the closing date must consider their application unsuccessful.