



SPECIALIST: DATA QUALITY AND ANALYTICS

(Payclass 10)

Undergraduate Funding Office Department of Student Affairs

The Department of Student Affairs at UCT is seeking to appoint a self-motivated, suitably qualified candidate to provide business intelligence in the areas of financial aid metrics, reporting, and advanced analytics. The incumbent will be responsible for designing data modeling/analysis services used to mine enterprise systems and applications for knowledge and information that enhance business processes within Student Undergraduate Funding whilst monitoring and ensuring data quality across various business processes. This individual is also responsible providing information for management reporting and modelling. The successful candidate will have an ability to take initiative, make informed decision, and work accurately according to deadlines with minimal supervision.

Minimum requirement:

- Qualification at NQF level 7, in the field of Computer Science, Statistics, Information Management Systems or related Business Analysis Management
- 5 years relevant experience in a large organisation with at least 3 years reporting and analysis experience
- High level of proficiency in the use of MS Office with a focus on MS Excel at an advanced level
- Experience working on a large ERP system, including related reporting tools
- Appropriate technical project management/coordination experience, including planning, organising, reporting and presenting skills
- Ability to elicit and document user requirements
- Strong quantitative and analytical skills
- Strong attention to detail
- Ability to establish and maintain constructive relationships with internal and external stakeholders

The following would be advantageous:

- Knowledge of the Peoplesoft, SAPR/3 and Business Objects systems
- Experience in the higher education sector

Responsibilities include:

- Develop financial aid analytics and reports which supports the objectives of financial aid.
- Utilise technology and analytical tools to develop and analyse financial aid and other cross-functional data as needed.
- Work closely with internal and external clients to understand their information requirements and identify and negotiate appropriate services.
- Deliver a high quality responsive, efficient and customer-orientated service supporting financial aid objectives through the delivery of standard financial aid analytics and dashboards.
- Design, maintain and implement financial aid analytics, self-service reporting tools and data management.
- Deliver on annual and ad hoc analytics and reporting projects.
- Provide training and support to stakeholders on the use and interpretation of dashboards, metrics and reports.
- Develop financial aid master data standards to ensure accurate and relevant data sets for reporting.
- Align data standards to adhere to legislative (e.g. POPIA) and University requirements.
- Drive data quality and influence the development of people processes and technology to allow for quality financial aid services.
- Peoplesoft Superuser to support the financial aid functionality and staff.
- Ensure staff training is relevant and up to date and implement and maintain standard operation procedures.

The annual remuneration package (for 2020), including benefits will be between R501 200 and R589 646.

To apply, please e-mail the below documents in a **single pdf file** to Tracy Moore at recruitment04@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter
- Curriculum Vitae (CV)
- Copy of your ID and highest qualification achieved

Please ensure the title, followed by the reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo competency and/psychometric assessments.

Telephone: 021 650 5405

Website: www.hr.uct.ac.za

Reference number: E210120

Closing date: 05 February 2021

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black (i.e. African, Indian, Coloured) South African candidates.

UCT reserves the right not to appoint.