



**Tshwane University  
of Technology**

*We empower people*

# VACANCY BULLETIN

**RE - ADVERT**  
**POSITION: STUDENT TRACKING SYSTEM OFFICER**  
**THREE (3) YEAR FIXED TERM CONTRACT**  
**DIRECTORATE OF STUDENT DEVELOPMENT AND SUPPORT**  
**POST LEVEL 10**  
**REF NO:24/151**

The Directorate of Student Development and Support (SDS) in Higher Education and Development has a three (3) year fixed term position of Student Tracking System Officer available at the Pretoria Campus.

**INSTRUCTIONS:** Applicants are required to submit together with the CV's, a standardized application form available from the university intranet as well as recently certified copies of qualifications, identity document and motivation letter. 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.

## **1. Critical Performance Areas:**

- Provide effective and professional support related to the Student Tracking System to the SDS Directorate and the institution
- Utilize data analytics to extract insight, drive decision – making, and optimize performance, ensuring accurate and actionable data interpretation.
- Develop, implement, and refine models to address complex problems, support institutional goals, and enhance operational efficiency.
- Collaborate effectively with team members and other stakeholders, fostering a cooperative and productive work environment.
- Perform other related duties as assigned or requested, adapting to evolving institutional needs and contributing to overall success.

## **2. Minimum Requirements:**

- NQF Level 6 (bachelor's degree in Data Analytics, Data Science, Statistics, or Mathematical Statistics)

## **3. Experience (minimum)**

- Three (3) years relevant experience **in data analytics in Higher Education or similar relevant environments**
- Experience in data reporting
- Experience in system support services
- Experience in AI and machine learning
- Experience in working within a multiple – team context

Women and people with disabilities are encouraged to apply.





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## 4. Knowledge

- Advanced computer literacy (in all Microsoft Office programmes, specifically Advanced MS Excel)
- Proficient in statistical software programmes (e.g. SAS, R, SPSS, SQL)
- Artificial intelligence
- Machine learning
- Knowledge of record – keeping systems and basic database systems
- Knowledge of database management
- A solid understanding of statistical methods and concepts
- Knowledge of data manipulation and cleaning
- Knowledge of data visualization

## 5. Skills

- Good numerical and analytic skills
- Ability to work with data
- Ability to work with various database Systems
- Ability to work independently and collaboratively in a fast – paces environment, managing multiple priorities and deadlines effectively as part of a large team.
- Excellent written and verbal communication skills, with the ability to distil complex information into clear and compelling insights.
- Problem – solving skills
- Report writing skills
- Training skills

**Send your CV to:** [RecruitmentMM@tut.ac.za](mailto:RecruitmentMM@tut.ac.za)

**Enquiries:** Dr H Mason - ([masonh@tut.ac.za](mailto:masonh@tut.ac.za))

**Closing date: 12 September 2025**

**NB.** If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. The University reserves the right not to make an appointment.

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