

UNIVERSITY OF SOUTH AFRICA

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODeL+) institution offering a variety of academic and career focused Programmes, Unisa is inviting applications for the position of Academic Information Manager.

PORTFOLIO: TEACHING, LEARNING, COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

DEPARTMENT: ACADEMIC PLANNING

**DIRECTORATE: PROGRAMME ACCREDITATION AND REGISTRATION
(MUCKLENEUK CAMPUS)**

ACADEMIC INFORMATION MANAGER (P6) X1

(Ref:APAIM/SB/2026)

Purpose:

Oversee Unisa's Academic Information Management System (AIMS), ensuring the integrity, accuracy, and consistency of academic structure data with the approved programme and qualification mix (PQM). This role involves supervision and development of AIMS Staff providing academic advisory services, managing system administration, liaising with internal stakeholders, and leading initiatives for data quality and regulatory compliance.

Requirements:

- Honours degree or BTech or Postgraduate Diploma or Advanced Diploma. A Master's degree would be an added advantage.
- At least (6) six years applicable systems administration experience in Academic information management of which at least three (3) years should be at a supervisory level within a higher education institution.

Knowledge, Skills and Abilities

- A sound understanding of the legislative and regulatory framework governing the higher education environment.
- Knowledge of the Academic structures
- Good understanding of curricula and PQM structure
- Strong leadership skills
- Proficiency in MS Office Suite and the use of technology for information and management systems.
- Effective communication skills (written and verbal)
- Proficiency in English (verbal and written).
- Good interpersonal skills and emotional intelligence
- Ability to work in a high-pressure environment
- Ability to maintain confidentiality.
- Ability to undertake detailed policy analysis.
- Ability to show initiative; discretion, and accuracy.

- A work-related assessment test may be conducted.
- Ability to interpret resolutions from university committees

Duties:

- Manage the AIMS structure and ensure system accuracy.
- Lead academic data QA processes and support institutional PQM reporting.
- Alignment of AIMS data with SAQA database
- Alignment of Senate approvals with AIMS data, MyChoice, MyModules, MyRegistration, brochures and registration guides
- Provide advisory services on academic/curriculum structure, CESM codes, and data compliance.
- Compile system reports for risk, compliance, and planning purposes.

Assumption of duty: **As soon as possible**

Salary : **Remuneration is commensurate with the responsibilities attached to the position**

Closing date: **7 August 2026**

Enquiries: Mr S Bila 01 2429 3861: HR Staffing and Client Services

Applications must be emailed to Bilass@unisa.ac.za

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - All educational qualifications,
 - Academic transcripts/records;
 - Identity document;
 - Proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form ([APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST](#)) is obtainable from the above-mentioned website.**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- ***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***

We welcome applications from Persons with Disabilities

