



# STUDENT SYSTEMS DATA MANAGER

(Payclass 12; Permanent)

## Office of the Registrar

The University of Cape Town is seeking a highly skilled and detail-oriented professional to oversee the management of student data structures, integrity, and controls, with a particular focus on the institution's statutory obligations. This role carries responsibility for managing HEMIS data and ensuring the accurate and timely submission of statutory reports to the Department of Higher Education and Training (DHET).

The successful candidate will play a pivotal role in safeguarding institutional data integrity, supporting regulatory compliance, and providing specialist expertise for statutory reporting, audits, and strategic decision-making.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

**Closing date:** 31 March 2026

**Reference:**

ID 1249

*UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za).*

**The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.**