



Job Title	Manager - Registrar
Department/Institute	Office of the Registrar
Reporting to	Registrar
Main Objective	Assist in the operational overseeing the College Management Information System implementation, administration and data maintenance.

DUTIES AND RESPONSIBILITIES:

1. Liaison with Institutes to collect result broad sheets
2. Filing of result broadsheets on server
3. Tracking receipt of endorsed hardcopies of broadsheets
4. Tracking receipt of endorsed hard copies of individual student results for filing
5. Tracking of review board results and amendment forms
6. Communication with students re outcome of review board process and third sit.
7. Checking all student results for graduation purposes
8. Drawing up the graduation list
9. Confirming graduation lists with the respective institutes
10. Liaison with Certificates department for printing of certificates
11. Assignment of certificate numbers
12. Production of data for graduation booklets
13. Handling of support requests and complaints and follow up thereof
14. Internal Liaison with respective departments within the office of the registrar.
15. Assist in the communication with external entities re statistics and PQs
16. Assist in the processing of provisional applications and the admissions process
17. Assist in the generation of new prospectus and related processes such as photographic sessions
18. Any other task relevant to the office that the registrar may assign from time to time