

**UNIVERSITY OF SOUTH AFRICA
OFFICE OF EXECUTIVE DIRECTOR: PLANNING & QUALITY ASSURANCE
DIRECTOR: PLANNING AND ANALYSIS
FIVE (5) YEAR FIXED TERM CONTRACT**

(Ref: PQA/PLA&A/SM2018)

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance and e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Director: Planning and Analysis.

Purpose of the job

The purpose of this position is to plan and direct the Planning and Analysis function to the University of South Africa's (Unisa) management and Council regarding the adequacy and effectiveness of controls implemented in accordance with relevant legislation and in alignment with the Unisa 2016-2030 strategy and Open Distance and e-Learning (ODeL) Business Model and Portfolio Plans.

Roles and responsibilities include:

- Initiating, developing, implementing and reviewing policies, processes, practices, procedures and systems related to the activities of the directorate.
- Directing the development of the Annual Performance Plans (APP) and reviews as is required by the Department of Higher Education and Training (DHET).
- Facilitating the implementation of the functional strategy, plans and procedures to compliment and support the Unisa 2016-2030 strategy.
- Providing leadership regarding all the operations of the directorate Planning and Analysis which includes provision of effective analysis services; and provision of effective planning services and functions.
- Participate and manage submission of completed applications to the Unisa Strategic Planning and Resourcing Committee (USPRC) and record resolutions and evaluation outcomes.
- Provide orientation training to build capacity of middle and lower level managers in planning.
- Monitoring of the regulatory environment for changing or emerging regulations.
- Providing strategic guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation and assurance to the relevant Committees, in compliance with applicable legislation.
- Compiling and managing the functional budget in line with the portfolio and Institutional budget.
- Overseeing and monitoring functional expenditure within budgeted parameters and reporting on variances periodically.

- Directing and overseeing the strategic fund of the University.
- Directing, mentoring and empowering employees and change within the directorate to promote high performance, optimal working environment, improving staff morale and cost effective operations.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and Unisa 2016-2030 strategy.
- Fostering an organizational culture and climate that is ethics and value driven.
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums.
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies.
- Compiling reports on the Directorate's performance at the required intervals reflecting all relevant statistics.

Requirements

- Minimum of Honours Degree or equivalent Higher Education qualification
- Minimum 10 years of relevant work experience with at least 5 years in a management role

Knowledge and Skills

- Financial Skills
- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- King IV report on corporate governance
- Risk Management and auditing
- Change Leadership / Management
- Problem solving and analysis
- Strategic thinking and achievement focus
- Verbal and written communication
- Stakeholder Management
- Analytical thinking and planning skills

Assumption of duty : **As soon as possible**
Salary : Remuneration is commensurate with the seniority of the Position
Closing Date : **16 March 2018**
Enquiries : **Ms SL Mbanjwa – 012 429 6072**
Mr RG Masingi – 012 429 4606

- Kindly supply your Curriculum Vitae. Further documentation will be requested from shortlisted candidates

- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- The detailed advertisement can be found on the Unisa website (www.unisa.ac.za)
- Application can be forwarded by email to: Mbanjisi@unisa.ac.za or masingr@unisa.ac.za
- Unisa is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- We welcome applications from persons with disabilities
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*