

ADVERTISEMENT

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: VP: STRATEGY, RISK & ADVISORY SERVICES EXECUTIVE DIRECTOR: INSTITUTIONAL RESEARCH & BUSINESS INTELLIGENCE (P3) FIVE YEAR FIXED TERM CONTRACT)

(Ref: ORGRESEARCH&BI/SM/2018)

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 Executive Director: Institutional Research & Business Intelligence.

Purpose of the job

The purpose of the job is to plan and provide strategic direction to the Institutional Research and Business Intelligence Department in accordance with relevant legislations and in alignment with the Unisa 2016-2030 strategy and Open Distance and e-Learning (ODeL) Business Model.

This position is responsible for three related disciplines:

- Leading the Institutional Research;
- Business Intelligence Reporting; and
- Master Data Management within the University.

Roles and responsibilities include:

- Providing input in the development of the institutional strategy, aligning the Institutional Governance with the institutional vision and strategy
- Providing strategic advice to the Vice Principal: Strategy, Risk and Advisory Services on the governance framework and obligations, compliance strategies, existing and emerging risks to support strategic decision processes and critical issues response.
- Formulating the people management philosophy and employment value proposition of the University that will underpin all HR policies, processes and practices.
- Providing strategic leadership to the development of the department's annual performance review as is required by the Department of Higher Education Training (DHET).
- Providing strategic leadership regarding all operations of the department from an overall perspective, which include:
 - The effective provisioning of institutional research services
 - The effective provisioning of Business Intelligence and Reporting services
 - The effective provisioning of Master Data Management services
- Reporting on strategic KPI's for portfolio's and colleges, Council performance indicators, HEMIS and other statutory requirements to the DHET and other relevant stakeholders
- Developing and defining data governance structure and ensuring accountability
- Conducting evaluation of solutions that follow policy development, impact assessment studies based on implementation of policies and programmes and assessment of institutional effectiveness
- Formulating strategy forecast costs, which are factored into the Institutional budgeting processes.
- Leading, mentoring and empowering employees and change within the department to promote high performance, optimal working environment, improving staff morale and cost effective operations.

- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and Unisa 2016-2030 Strategy.
- Embedding sustainability through a green Institution-wide culture.
- Developing, implementing, communicating and maintaining governance, risk and compliance policies, processes and practices within the University in compliance with relevant legislation
- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Actively participating in UNISA's Council, Executive Management Committee and other institutional structures
- Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures

Requirements

- Minimum of Master's Degree OR equivalent Higher Education qualification
- Minimum 10 years' relevant experience preferably in Higher Education with at least 5 years in a management role

Skills & Competencies

- General management (including knowledge of applicable policies and procedures)
- Risk management
- King IV Report on corporate governance
- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- Change Leadership/ Management
- Leading and Supervising
- Strategic thinking and Achievement Focused
- Innovation and creativity
- Rule orientation and Problem Solving
- Analysis
- Resilience / perseverance / stress management and Conflict Management

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence. If interested, please refer all applications to Skill Placement by submitting your comprehensive C.V. and certified copies of qualifications to godwin@skillplace.co.za. Telephone contact details: 011 764 1052. Closing date for applications: 16 March 2018

The completed prescribed application form must be accompanied by a comprehensive Curriculum Vitae, and copies of:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.
- Unisa is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- Applications from persons with disabilities are encouraged.

- Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.