

ADVERTISEMENT

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: VP: STRATEGY, RISK & ADVISORY SERVICES EXECUTIVE DIRECTOR: PLANNING & QUALITY ASSURANCE (P3) FIVE (5) YEAR FIXED TERM CONTRACT)

(Ref: EDPLA&QA/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: Planning and Quality Assurance.

Purpose of the job

The purpose of this position is to plan and provide strategic input to Planning and Quality Assurance, in accordance with relevant legislation and in alignment with Unisa 2016-2030 strategy and Open Distance and e-Learning (ODeL) Business Model.

Roles and responsibilities include:

- Providing input in the development of the institutional strategy and communicating accordingly.
- Leading and directing the development of the department's strategy and objectives in line with the Institution's strategy and in accordance with relevant legislation.
- Providing strategic leadership to the development of the department's annual performance review as is required by the Department of Higher Education Training (DHET).
- Facilitating the development of the Unisa Enrolment Plan in conjunction with the academic departments.
- Monitoring status of improvement through progress reports to the Professional Administrative and Academic Quality Assurance Committee (PAAQAC)
- Providing strategic leadership regarding all operations of the department from an overall perspective, which include the effective provisioning of Planning & Analysis; the effective provisioning of Monitoring & Evaluation; the effective provisioning of Quality Assurance; and the effective provisioning of Project Management services.
- Administering the Strategic Fund intended for strategic projects identified and approved by the University and reporting to utilisation to Council and Management.
- Reviewing project proposals for new initiatives to be funded, including research, teaching, improving of regional structures and community engagement.
- Evaluating proposals for new Institutes and translating these into business plans.
- Submitting new strategic project plans to the University Strategy and Resource Planning Committee (USRPC) for approval.
- Managing subsidy received from the Department of Higher Education and Training earmarked for grants for teaching and learning, and reporting progress to the Minister annually as well as to Council and Management.
- Aligning the approved enrolment plan with the Academic Human Resources Allocation Model (ACHRAM) and engage College Boards on ACHRAM principles.
- Ensures the quality of Unisa's products and services by means of institutional audits, internal and national reviews and reviews of professional bodies

- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes
- Providing leadership regarding the compilation and management of the budget for the department.
- 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.
- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies.
- 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.
- Compiling reports on the department's performance at the required intervals reflecting all relevant statistics.
- Providing relevant reports on behalf of the University to stakeholders such as USRPC, PAAQAC, Management, Council, DHET, Minister etc.

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)
- 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
- Advanced conceptual modelling
- Financial management
- Planning and Quality Assurance
- Change Leadership/ Management
- Leading and Supervising
- Strategic thinking
- Stakeholder Management
- Innovation and Creativity
- Rule Orientation
- Problem Solving
- Analysis and Conflict Management
- Resilience / Perseverance / Stress 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.