

UNIVERSITY OF SOUTH AFRICA

Applications are hereby invited for the under mentioned position

VICE-PRINCIPAL: INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION (P2)

Five (5) year Fixed-Term Contract Appointment • Ref: VP: ID&T/UNISA/2018

Unisa is a comprehensive Open Distance and e-Learning University committed to strong scholarship, critical thinking and self-reflection, producing quality graduates and promoting excellence in research and innovation. The University is guided by the principles of lifelong learning, student centeredness, innovation and creativity which find expression in Unisa 2030 Strategy. The University is inviting applications for the position of Vice-Principal: Institutional Development and Transformation. This position forms an integral part of the Executive Management Team and reports to the Principal and Vice Chancellor.

Purpose of the job

To provide thought leadership and collaborate strategic direction to the integrated implementation of the Institutional Development and Transformation Portfolio in accordance with relevant legislation and in alignment with the Unisa 2016-2030 Strategy and Open Distance and e-Learning (ODEL) Business Model. The position requires diverse skills due to its dynamism and transformative nature.

Key Performance Areas

Strategic direction and governance

- Providing strategic direction and monitor the achievement of the Portfolio's strategy in alignment with the overall Unisa 2016-2030 Strategy and ODeL Business Model.
- Providing strategic leadership regarding all the operations of the Portfolio from an overall perspective, which includes:
 - Human Resources
 - Organisational Transformation
 - Communication, Marketing and Liaison
 - Fundraising

Functional execution

- Ensuring the advancement of the institution through effective communication, marketing and liaison and the nurturing of strategic partnerships, relationships inclusive of sound Alumni Relations and Unisa Foundation that collectively support the core business of the University, being teaching, learning, research, innovation and community engagement.
- Ensuring that the institution is transformed into a credible and progressive institution with appropriate human resources that reflects the demography and characteristics of the country, is service and people-oriented, pursues the need for Africanism, and is focused on service delivery that addressed the needs of the community it serves.
- Providing strategic leadership in the development of human resources management and building the human resources capability across the institution to support the strategy.
- Formulating strategy cost implications that are linked to Institutional budgeting processes and directing and overseeing the funding of Portfolio operations and budgeted activities.

Client/Stakeholder Relations

- Promote sound strategic partnerships and collaborations.
- Build and maintain effective and meaningful relationships with all stakeholders and communicate in an influential manner.

Financial stewardship and risk management

- Overseeing and monitoring Portfolio expenditure within budgeted parameters and reporting on variances periodically.
- Ensuring effective asset management.
- Manage Portfolio risks through identification, reporting and developing mitigation plans.

People management

- Leading, mentoring and empowering employees and change within the Portfolio to promote performance, conducive working environment and cost effective operations.
- Driving a high performance culture by taking accountability for an effective and well-articulated performance management processes.
- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with Unisa's Transformation Charter and Unisa 2016-2030 Strategy.

Advocacy and leading change

- Advocate and promote the use of technology to promote institutional agility and efficacy.
- Facilitates change and the implementation of change interventions.

Requirements

- Minimum of relevant Master's degree.
- Minimum 10 years of relevant work experience with at least 5 years in a senior management role.
- Demonstrable track record in being a leader for a large complex organisation.

Knowledge, skills, capabilities and competencies

- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions.
- Strategy development, planning and monitoring.
- Quality enhancement to ensure institutional agility and efficacy.
- Emotional intelligence, a high degree of integrity and an ability to balance competing demands and priorities, commitment to transparent management and being open about decisions taken and mistakes made.
- Demonstrable track record of execution, leadership and teamwork skills and service orientation with a results focus.
- Excellent analytic and conceptual skills.
- Lateral thinker and effective problem solver, with the ability to consider alternative perspectives and ideas.
- Customer service orientation and maintaining collaborative relationships, whilst managing stakeholder expectations.
- High level communication and interpersonal skills.

Assumption of duties: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position

Closing date: 16th March 2018

Enquiries: leon.ayo@odgersberndtson.co.za

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.
- The detailed advertisement together with the prescribed application form can be found on the Unisa website (www.unisa.ac.za)
- Applications can be forwarded by email to: leon.ayo@odgersberndtson.co.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.

Define tomorrow.

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university
of south africa