



## **ACADEMIC DIRECTOR (P4)**

### **MIDRAND CAMPUS**

**(Ref. SBL/AD/P4/2019)**

### **5 YEAR FIXED TERM CONTRACT**

*(A current Unisa employee can always revert back to their substantive position after 5 years of being appointed into this position. However, should this position be filled externally, the SBL will reserve an appropriate substantive position which an incumbent can revert to after serving the 5 year term as an academic director)*

Located in Midrand, on the N1 between Johannesburg and Pretoria, the Unisa Graduate School of Business Leadership (SBL) is the leading business school in South Africa and beyond. The SBL offers an accredited Post Graduate Diploma in Business Leadership, a Master of Business Leadership (MBL), a Master of Business Administration (MBA), a Doctor of Business Leadership (DBL), as well as several professional leadership Executive Education Programmes. The SBL is committed to its vision “To be the leading African business school of choice offering internationally recognised leadership and management education.”

The SBL is looking for a suitably qualified and experienced candidate for appointment as the Academic Director. The Academic Director is responsible for planning, directing and co-ordinating the School's teaching and learning, research, community engagement and formal programme delivery activities. The incumbent takes responsibility for quality assurance of all programmes and the efficient and effective course development, delivery and research. The position plays a pivotal role in the financial and academic sustainability of the SBL.

## **Requirements**

### **Qualification and Experience**

- A relevant doctoral qualification (NQF Level 10)
- Minimum six (6) years' relevant experience in Higher Education and academia with at least three (3) years in an academic leadership role
- Knowledge of higher education regulations, policies and procedures
- Commercial/corporate business experience will serve as a recommendation

## Attributes and Skills

- Demonstrated academic leadership
- Excellent communication and presentation skills
- Professional writing skills and ability to write reports
- Strategic planning, financial and reporting and people management skills

## Key Performance Areas

- Leadership, Governance, Management and Culture
- Financial Stewardship and Sustainability
- Stakeholder Focus
- People Focus
- Operational Excellence

*A work-related assessment or psychometric assessment may be conducted*

**Closing Date** : 05 July 2019

**Salary** : Remuneration is commensurate with the seniority of the position

**Assumption of Duty** : As soon as possible

**Enquiries** : (011) 652 0213 (Mr Mfundo Dikana)  
(011) 652 0314 (Dr William Senoamadi)

## HOW TO APPLY:

The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous three months) of:

- all educational qualifications;
- academic transcripts/records;
- identity document; and
- proof of SAQA verification of foreign qualifications.
- The detailed advertisement together with the prescribed application form can be found on the Unisa website ([www.unisa.ac.za](http://www.unisa.ac.za)). Applications may be hand delivered and deposited into a dedicated Job Application Boxes at the SBL in Midrand and at the OR Tambo Building at UNISA in Pretoria, 3<sup>rd</sup> Floor. Alternatively applications may be couriered to:

Human Resources Department  
Unisa Graduate School of Business Leadership  
Room 4-30A  
Cnr Janadel and Alexander Avenues,  
Midrand,  
South Africa

- Applications must be submitted in a sealed enveloped which clearly indicates the Reference number.
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer. Should you currently not be 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.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

***Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was not successful.***