

**COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES**

**SCHOOL OF PUBLIC AND OPERATIONS MANAGEMENT  
DEPARTMENT OF OPERATIONS MANAGEMENT  
(Ref: CEMS/MME2/COD/2018)**

**CHAIR OF DEPARTMENT**

**A CANDIDATE WILL BE APPOINTED IN A SUBSTANTIVE POSITION, EITHER AS A PROFESSOR OR ASSOCIATE PROFESSOR OR SENIOR LECTURER, AND WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT**

UNISA is a publicly funded Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for a position in the **COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES**.

**To be considered for a position applicants must meet all the generic requirements plus the specific requirements as stated for the position. If found suitable for appointment, Unisa may offer an applicant a position at a level other than the level that was applied for. Furthermore, Unisa reserves the right to offer the applicant a contract appointment.**

**THE INCUMBENT WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT WHICH IS A TERM APPOINTMENT FOR A PERIOD OF THREE YEARS.**

The Chair of Department (CoD) is accountable for the provision of strong academic leadership in line with the vision, mission, values, principles and codes of practice of UNISA, as well as its Strategic Plan. Through effective leadership, management and development of the department, the achievement and maintenance of the highest possible standards of excellence in all activities of the department must be ensured.

Applicants should include a full length CV indicating in detail to what extent their qualifications and experience meet the requirements of the post as set out below.

**Requirements:**

- Applicable qualification at NQF level 10 in Operations Management or any cognate discipline.

**Additional Requirements:**

- Leadership and/or management experience
- Demonstrated ability to engage in research and/or successful supervision of Masters or Doctoral studies.
- Must play a major role or leadership role in a community engagement project (evidence of involvement must be provided).
- Evidence of involvement in the national wider academic community and professional associations.
- Ability to develop a strategic vision and mission for the department.
- Knowledge of current ODL practices including tuition and learner support.
- Knowledge of the DHET policies and general higher education sector.
- Ability to provide innovative leadership in initiating, developing and reviewing academic programmes.
- Ability to lead and manage a diverse group of academics and programmes in the department.
- Provide guidance, intellectual stimulus and professional leadership to staff.
- Demonstrated competencies and skills in change management and transformation in the department.
- Proven experience in liaising with external stakeholders.

**KEY PERFORMANCE AREAS:**

The key performance areas for the Chair of Department are the following:

- Participate in constructing a new ethical and servant leadership DNA for Unisa.
- Develop creative and innovative approaches to transform Unisa's core business.
- Establish Unisa as a leader in sound corporate governance and the promotion of sustainability.
- Foster a people-centered and high performance culture through effective talent management.
- Oversee effective implementation of the Departmental Operational Plans.

- Enhance service excellence, quality and efficiencies through effective use of technology, processes and systems in line with Unisa's organisational architecture.

#### **KEY DUTIES AND RESPONSIBILITIES:**

The Chair of Department is directly accountable to the Director of School for the Department's performance, more specifically, for the following:

- Giving effect to the department's operational plan.
- Achieving the outputs targets as per the key performance indicators.
- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa.
- Providing the Director of School with such information as is required to enable the monitoring and evaluation of performance.
- Provide guidance, intellectual stimulus and professional leadership to staff.
- Ensuring that all aspects of the management and organisation are kept under review and ensuring that they best suit the business needs of the department.
- Ensuring the efficient management and administration of the department, including the effective utilisation of staff, the maintenance of discipline, the promotion of sound labour relations and affirmative action, and the proper use and care for Unisa property.
- The Chair of Department, as Responsibility Manager for the Department, is required to ensure that account records are kept and financial procedures are adhered to, that the department's resources are utilised properly, effectively and efficiently within the legal boundaries, and that information requested by the Director of School to enable an internal audit of the department's books, is provided.
- The Chair of Department is responsible for managing the department. The Director of School has a right to assume that the department is being managed in compliance with the law and its prescripts, and within its budget.
- The Chair of Department must participate in the policy and management structures of Unisa, and is responsible for the co-ordination and integration of the department's activities with the rest of the School, College and Unisa.

#### **Recommendations**

- Experience in academic leadership.
- Evidence of fluency in the use of on-line delivery platforms.
- Completed assessor training.
- Knowledge of the Higher Education Qualification Sub-Framework (HEQsF).
- Exposure to and/or experience in Open Distance Learning.
- Any evidence of student or peer evaluation from another institution will be an advantage.
- Experience in high-level liaison with external stakeholders, interested parties and professional bodies.
- Extensive evidence of a high degree of involvement in departmental, school, college and University committees including task teams and voluntary associations.
- Evidence of involvement in the international wider academic community and professional associations will be a strong recommendation.

#### **ACTIVITY:**



#### **OPEN THE LINK BELOW FOR MORE INFORMATION:**

[POSITION: PROFESSOR](#)

[POSITION: ASSOCIATE PROFESSOR](#)

[POSITION: SENIOR LECTURER](#)

#### **Shortlisted candidates will be expected to give a 10-minute presentation**

<b>Assumption of duty</b>	: As soon as possible
<b>Allowance</b>	: Remuneration is commensurate with the seniority of the position
<b>Enquiries</b>	: 012 429 4820/2582 (Ms ME Maluleka/ Ms B Mocumi)
<b>Closing Date</b>	: <b>03 August 2018</b>

## Your application form:

You can find the application form for a permanent academic post on this link <http://www.unisa.ac.za/vacancies> must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;

- identity document (*including passport, work permit, permanent residence permit or proof of naturalization if applicable*) (certified copies within the previous six months);
- all educational qualifications (certified copies within the previous six months);
- academic transcripts/records (certified copies within the previous six months);
- proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months);
- 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 excluding your current line manager if you are an internal Unisa applicant
- Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*

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**All applicants will be expected to submit a Portfolio of Evidence which addresses the following:**

### Teaching and Learning

Unisa is a comprehensive ODeL institution and the teaching and learning must be evaluated in this context. Central to teaching and learning is a student-centred approach and this must also be considered.

It is acknowledged that the assessment of teaching is a difficult task since it is often difficult to quantify. All candidates that apply for the position should submit their **teaching statement**, which should address the following aspects where applicable.

- Involvement in or approach to ODeL
- Approach to fostering a learner-centred approach and ODeL pedagogy
- Involvement in developing study material
- The extent to which the candidate has used a virtual learning platform (VLE e.g. *myUnisa*)
- Pass, success and throughput rates in the modules the candidate has taught and methods to improve these rates
- Peer and student evaluations
- Approach to learner support

### Research and Innovation

- Candidates being considered for appointment who are currently employed within the academic or research environment should submit a portfolio of research evidence **OR** evidence of NRF rating



ACTIVITY:



- **We welcome applications from Persons with Disabilities**

- Applications must be posted to Unisa, HR: College of Economic and Management Sciences, AJH van der Walt Building, Room 5 - 43, Muckleneuk Campus, PO Box 392, Unisarand, 0003.
- **Hand delivered applications can be deposited into the Application Box (marked COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES) situated at Muckleneuk Campus: AJH van der Walt Building, Main Entrance.**
- **Applications which are posted in the wrong application box will not be considered.**
- **Applications via email will not be considered.**
- **Late, incomplete and incorrect applications will not be considered.**

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

