

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: TEACHING, LEARNING, COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

DEPARTMENT: ACADEMIC PLANNING

DIRECTORATE: PROGRAMME ACCREDITATION AND REGISTRATION (DPAR)

DIRECTOR: PROGRAMME ACCREDITATION AND REGISTRATION (DPAR)

(Ref: Director/DPAR/P4/2021)

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 e-Learning (CODeL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Programme Accreditation and Registration**.

The purpose of the job is to plan and direct the programme approval, accreditation and registration functions in accordance with relevant legislation and in alignment with the Institution's Comprehensive Open Distance and e-Learning (CODeL) 2016-2030 strategy.

Key performance Areas:

KPA 1: Strategic Direction and Alignment

- Participating in the development of the academic plan and model for academic services in the university.
- Providing input in the development of the departmental strategy and communicating accordingly.
- Driving and directing the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation.
- Driving and directing quality assurance activities within the programme accreditation function, promoting programme quality, integrity, and credibility of the Unisa PQM
- Driving and directing the development and reviewing of policies, processes, practices, procedures, and systems.
- Driving and directing the development of the directorate's annual performance review.
- Providing direction in the directorate's area(s) of specialisation.

KPA 2: Operational Leadership and Process Management

- Providing leadership regarding all the operations of the directorate from an overall perspective, which includes the:
 - a. management of the total approval process (internal and external) of qualifications, accreditation, and registration of relevant academic programmes, inclusive of the:
 - adherence/incorporation of National and professional body standards, regulatory and accreditation requirements, visits and reporting in collaboration with relevant role players
 - administering of the Programme Qualification Mix (PQM) and obtaining of external approval
 - verification that all regulations are adhered to prior to submission for

- Monitoring the resourcing of the directorate through recruitment and filling of positions.
- Ensuring and monitoring that all staff in the directorate are trained, skilled, retained and that their expertise is optimally applied.
- Establishing a positive, healthy, and safe work environment and culture in accordance with the Transformation Charter and ODeL 2016-2030 strategy
- Fostering an organisational culture and climate that is ethics and value driven.
- Directing implementation of the human resources policies, procedures, and practices.
- Builds a robust, effective leadership pipeline, succession, and capacity.

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against functional initiatives.
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies.
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums.
- Compiling reports on the Directorate's performance at the required intervals reflecting all relevant statistics.

Requirements

Qualification

- PhD Degree in appropriate field and registration with relevant professional body where applicable
- Qualifications in Project Management, Systems Engineering and Actuarial Science will be an added advantage.

Experience

Minimum **10 years** of relevant Higher Education or Statutory Body work experience with at least **5 years** in a management role

Assumption of duty: As soon as possible

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

Closing Date: 19 November

Enquiries: Ms Azwi Mavhungu at 012-429 3048.

Application can be forwarded by email to: mavhuai@unisa.ac.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- 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. Short-listed candidates will be required to prepare a presentation on the interview date.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>). Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment

We welcome applications from persons with disabilities.

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