



UNIVERSITY OF SOUTH AFRICA

UNISA is the only 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 positions in the **COLLEGE OF ACCOUNTING SCIENCES**.

To be considered for a position, applicants must meet all the generic requirements plus the specific requirements as stated per 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.

ACTIVITY:



TEACHING STATEMENT:

All applicants to attach a teaching statement (max 2 000 words) to their application as specified in one of the following options:

Option A: External applicants and internal applicants (from non academic positions) – Describe how you intend to approach teaching and learning by taking into account the information in the policies listed below:

- Unisa's Tuition Policy
- Unisa's Open Distance Learning Policy
- Unisa's Assessment Policy
- Curriculum Policy
- Open Distance Learning (ODEL) Pedagogy

The above mentioned Policies of UNISA can be accessed on the web using a search engine. In the event that you cannot trace the ODeL Pedagogy policy finalise your teaching statement without it.

Option B: Internal applicants (from academic positions) –

Explain your:

- Involvement in, or approach to, Open Distance e-Learning
- Approach to fostering a learner-centered approach
- Involvement in, or approach to, teaching at either undergraduate or postgraduate level
- Involvement in developing study material as an individual or in a team approach
- The extent to which you have, or would, use an electronic learning platform for teaching
- Your pass success rates in the courses you teach/taught and your plan to increase or maintain these rates
- A peer and student evaluation of your teaching
- Your involvement in and provision of learner support to students

The teaching statement must be supported by a portfolio of evidence which may be requested from short listed candidates at the interview.

ACTIVITY:



APPLICATION FORM FOR A PERMANENT ACADEMIC POST

ACTIVITY:



FOR MORE INFORMATION ON ACADEMIC POSITIONS (LEVELS) OPEN THE LINK OF THE POSITION YOU WHISH TO APPLY FOR:

[POSITION: PROFESSOR](#)

[POSITION: ASSOCIATE PROFESSOR](#)

[POSITION: SENIOR LECTURER](#)

The following position exists in the College of Accounting Sciences:

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**SCHOOL OF APPLIED ACCOUNTANCY
(PRETORIA)
SCHOOL DIRECTOR
(Ref: CAS/AH/SCHOOL DIRECTOR/460-2018)**

Unisa is a 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 invites applications for the position of School Director in **the COLLEGE OF ACCOUNTING 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 SCHOOL DIRECTOR WHICH IS A TERM APPOINTMENT FOR A PERIOD OF THREE YEARS.

The Director of a School 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. The Director of a School provides managerial and strategic leadership to ensure the achievement and maintenance of the highest possible standards of excellence in all activities of the School.

Applicants are required to indicate in detail on their CV's to what extent their qualifications and experience meet the requirements of the post as set out below. Kindly note, applicants should include a full length CV.

Requirements for the School Director position:

- Applicable qualification in the field of Accounting Sciences on NQF level 10 plus CA(SA) or IRBA registration;
- At least six (6) years' relevant experience in higher education and academia with at least three (3) years in an academic leadership role

Knowledge, skills and abilities for the School Director position

- An excellent knowledge of tertiary education institutions and their activities;
- An excellent knowledge of University structures, procedures and policies;
- Diplomacy/liaison and excellent interpersonal skills;
- Ability to work under pressure;
- Ability to take initiative;
- Maintain confidentiality;
- Proven managerial leadership skills;
- Excellent strategy formulation abilities;
- Excellent decision-making skills and the ability to take risks into account;
- Thought processes characterised by insight and divergent thinking;
- Excellent people skills and the ability to foster collaboration;
- Excellent networking skills; and
- Excellent communication skills

DUTIES

- Provides strategic leadership to the School that demonstrates and ensures the implementation of the values of Unisa mainly, integrity; social justice; fairness and excellence;
- Develops and oversees the implementation of strategic and operational plans for the School that are in line with those of Unisa and the College;
- Provides strategic managerial leadership to ensure the achievement of the goal to revitalise the programme qualification mix (PQM) and teaching and learning, as stated in *UNISA 2030*;
- Provides strategic managerial leadership to ensure an increase in innovative research and research capacity in the School as stated in *Unisa 2030*;
- Provides strategic managerial leadership to grow community engagement initiatives in the School as stated in *Unisa 2030*;

- Oversees the effective management of resources in the School; and
- Demonstrates academic citizenship.

Post specific requirements for Professor:

- Applicable qualification at NQF level 10 plus CA(SA) or IRBA registration
- Must have at least five years teaching or applicable practical experience
- Demonstrate research capabilities
- Good theoretical knowledge of the discipline
- Excellent communication skills

Recommendations:

- Supervision of Master's or Doctoral candidates to completion
- Have a NRF rating
- Experience with teaching in an Open Distance e-Learning environment
- Any evidence of student or peer evaluation from previous institutions

POSITION: PROFESSOR

Post specific requirements for Associate Professor:

- Applicable qualification at NQF level 10 plus CA(SA) or IRBA registration
- Must have at least four years teaching or applicable practical experience
- Demonstrated research capabilities
- Good theoretical knowledge of the discipline
- Excellent communication skills

Recommendations:

- Experience of postgraduate leadership
- Experience with teaching in an Open Distance e-Learning environment
- Any evidence of student or peer evaluation from previous institutions

POSITION: ASSOCIATE PROFESSOR

Post specific requirements for Senior Lecturer:

- Applicable qualification at NQF level 9 for an academic area (e.g., MPhil, Master's Degree either through coursework or research) plus CA(SA) or IRBA registration; or
In the absence of a CA(SA) an applicable qualification at NQF level 10
- Three years applicable practical experience (e.g. traineeship or a minimum of three years of discipline related work experience)
- Good theoretical knowledge of the discipline
- Excellent communication skills

POSITION: SENIOR LECTURER

Shortlisted candidates will be expected to give a 10-minute presentation on a topic that will be provided.

Salary	:	Remuneration is commensurate with the seniority of the position
Assumption of duty	:	As soon as possible
Enquiries	:	012 429 2701/2028 Ms AL Hoberg/ Mr RT Wheeler
Closing Date	:	28 September 2018 (<i>Deliver application before close of business at 16:00</i>)

- Your **APPLICATION FORM FOR A PERMANENT ACADEMIC POST** must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - identity document (*including passport, work permit, permanent residence permit or proof of nationalisation 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)
- **for ACADEMIC POSITIONS** a teaching statement (refer to page 1 of advertisement).
- 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.
- Late, incomplete and incorrect applications will not be considered.
- 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.*



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

ACTIVITY:



- Applications must be posted to Unisa, **HR: College of Accounting Sciences, AJH Van Der Walt Building, Room 2-105, Muckleneuk Campus, PO Box 392, Unisarand, 0003.**
- Hand delivered applications can be deposited into the Application Box (marked **COLLEGE OF ACCOUNTING SCIENCES**) situated at **Muckleneuk Campus: AJH VD WALT Building, Main Entrance.**
- If you apply for more than one position, each application must be in a separate envelope.



- **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.