

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: THE PRINCIPAL AND VICE CHANCELLOR

POSITION: EXECUTIVE DIRECTOR: LEADERSHIP AND TRANSFORMATION (P3)

(5-YEAR FIXED-TERM CONTRACT)

(Ref: ED:LT/PVC:GRM/2019)

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 and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Executive Director: Leadership and Transformation**.

The purpose of the job is to Conceptualise, design and facilitate the execution of the transformation strategy and architecture of the University in line with the Unisa 2016-2030 Strategy and ODeL Business Model.

Key duties/responsibilities

Key Performance Area 1 (20%): Strategic Direction and Alignment

- Conceptualise, design and execute the functional strategy taking cognisance of the Institutional strategy and ODeL Business Model
- Conceptualise, design operational plans and KPI's in support of the functional strategy in support of the institution's overall vision and strategy
- Leading the implementation of the functional strategy, plans and procedures to support the ODeL 2016-2030 Strategy

Key Performance Area 2 (40%): Conceptualise, Design and Execute Institutional Transformation Architecture

- Provide strategic and thought leadership with respect to the following broader change Leadership and Transformation areas:
 - Scholarship transformation,
 - Employment Equity,
 - Culture change and transformation,
 - Governance, Leadership and Management transformation
 - Leadership Systems and Policies Transformation
- Determining the thinking and direction of the transformation agenda in all areas of the university through the promotion of debates on decolonisation, indigenisation, diversification/ differentiation and Africanisation of the university as well as its operations to ensure substantive social and cultural transformation.
- Ensuring compliance with all legislative and regulatory requirements in terms of the broader transformation agenda.
- Conducting ongoing research and benchmarking in the field of transformation
- Ensuring the integration of B-BBEE transformation, employment equity, diversity and inclusion initiatives across the University as part of a holistic transformation strategy
- Facilitating the provision of equitable access to the University, social integration and student equity including sustainability initiatives
- Facilitating the integration of organisational transformation aspects in functional strategies and plans
- Leading the capacity building and training activities to support Institutional transformation
- Ensuring the implementation of the following eight pillars of transformation:
 - Student equity, development and achievements
 - Students' living and learning experiences, including their socialisation

- Knowledge, epistemology and language
- Staff equity, development and work experience
- Governance, leadership and management
- Institutional culture and social inclusion
- Funding and resource allocation, including sources of private funding and BBEE
- Infrastructure, including buildings, facilities, ICTs

Key Performance Area 3 (10%): Forecasting, Budgeting and Financial Management

- Compiling and managing the functional budget in line with the portfolio and Institutional budget
- Overseeing and monitoring functional expenditure within budgeted parameters and reporting on variances periodically
- Directing and overseeing the funding of functional operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles

Key Performance Area 4 (10%): People Management

- In conjunction with the Department of Human Resources formulate the functional people agenda
- Managing performance which includes conducting annual performance reviews of staff in accordance with the performance management process, and monitor overall performance of the Institutional Advancement function on an ongoing basis
- Coaching and mentoring staff as appropriate to improve performance
- Directing implementation of training and development programmes for staff, including personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and ODeL 2016-2030 strategy
- Directing implementation of the human resources policies, procedures and practices
- Determining staff requirements for the department which includes resourcing of programmes and initiatives

Key Performance Area 5 (20%): Governance and Reporting

- Monitoring and report on progress against functional strategic initiatives
- Monitoring and reporting on legislative and statutory compliance as defined by Government
- Promoting sound institutional governance and participating in Institutional governance structures
- Directing the development and implementation of policies and procedures of the function
- Compile and submit regular reports to Council and its committees
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET) in line with the Transformation Barometer
- Identifying risks relating to organisational transformation and develop mitigating strategies
- Documenting and reporting on transformation to internal and external stakeholders
- Developing a Transformation Plan that fosters a shared and inclusive understanding of transformation and employment equity (EE) aligned to the University's transformation agenda

Requirements and Experience

- A relevant Master's Degree
- Minimum of 10 years' relevant work experience in Higher Education and academia of which at least 5 years in a middle management role

Assumption of duty: As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position.

Closing Date : 24 June 2019
Enquiries : 011 058 0030

- Interested candidates should send a detailed covering letter indicating their suitability for the position, a detailed 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 <https://www.unisa.ac.za/vacancies>
- Application can be forwarded by email to: funqai@warriortalent.co.za.
- courtney@warriortalent.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.