

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: REGISTRAR

**POSITION: EXECUTIVE DIRECTOR: STUDENT AFFAIRS AND
REGIONAL SERVICES (P3)**

(5-YEAR FIXED-TERM CONTRACT)

(Ref: ED:CAS/VP:TLE&SS/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: Student Affairs and Regional Services.

The purpose of the position is to plan and provide strategic direction and oversee the implementation of student affairs and regional services policies strategies and programmes which serve and support students, in accordance with relevant legislation and in alignment with the strategic objectives of the Institution in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) model and 2016 – 2030 UNISA Strategy.

Key duties/responsibilities

Strategic Direction, Planning and Alignment

- Providing input in the development of the institutional strategy and communicating accordingly.
- Leading and directing the development of the department's strategy and objectives in line with the Institution's strategy and in accordance with relevant legislation.
- Overseeing and guiding the development of the department's operational plans and KPI's in support of the function and the institutions overall vision and strategy.
- Initiating the development and reviewing of policies, processes, practices, procedures and systems.
- Providing strategic leadership to the development of the department's annual performance review as is required by the Department of Higher Education Training (DHET).

Effective functioning of regional model and student. Support services

- Providing strategic leadership regarding all operations of the department from an overall perspective, which include:
 - Regional Services, Student Governance & Social Development Programmes, Advocacy for Students with Disabilities, Student Funding and Student Discipline
- Providing leadership with the development/alignment of regional plans with the approved regional model
- Providing strategic leadership to ensure the effective management of the Division: Student Affairs, Student Development and ARCSWID Directorate.
- Providing strategic leadership to ensure the effective management of Student Governance and Social Development programmes
- Managing Unisa student discipline matters
- Promoting institution-wide advocacy and awareness-raising on the diverse needs of students with disabilities.
- Compile reports to the Vice Principal and the Student Funding Committee on the overall activities of the DSF, any changes thereto and on the progress and/or key strategic gaps that need to be reviewed towards improving service delivery.
- Maintains constant interaction with students through available technology:

- Motivates students during and towards examinations through inspiring articles on the web page of Student Affairs and in the student magazine “Inspired”, and through emails, podcasting, and other
- Maintains constant interaction with portfolios and departments to act on behalf of students and to emphasize student-centeredness in all activities
- Advocates the fulfilment of UNISA’s promise to serve the student
- Undertakes surprise visits to regions and relevant services departments / directorates providing a direct service to students to assess the level of utilisation of services by students, and the quality of services provided to students from the student’s perspective, including the attitude towards students:
- Manage the conducting of surveys to determine UNISA’s level of student awareness, and the level to which students utilise services provided

Forecasting, Budgeting and Financial Management

- Provide leadership regarding the compilation and management of the budget for the department.
- Overseeing and monitoring the department’s expenditure within budgeted parameters and report on variances periodically.
- Overseeing and monitoring the maintenance of accurate financial records of all contracts, as well as the apportionment and expenditure of such funds.
- Managing the department’s resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa.

People Management

- Leading, mentoring and empowering employees and change within the department to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and ODeL 2016-2030 Strategy.
- Embedding sustainability through a green Institution-wide culture.
- Monitoring the resourcing of the department through recruitment and filling of positions.
- Fostering an organisational culture and climate that is ethics and value driven
- Providing strategic guidance in the implementation of the human resources policies, procedures and practices
- Building a robust, effective leadership pipeline, succession and capacity.

Forecasting, Budgeting and Financial Management

- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting process
- Providing leadership regarding the compilation and management of the budget for the College
- Overseeing and monitoring the College’s expenditure within budgeted parameters and report on variances periodically
- Directing and overseeing the funding of operations and budgeted activities within the College
- Overseeing and monitoring the maintenance of accurate financial records of all grants and contracts at all times, as well as the apportionment and expenditure of such funds

Governance and Reporting

- Monitoring and reporting on progress against functional strategic initiatives.
- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures.
- Compiling reports on the department’s performance at the required intervals reflecting all relevant statistics.

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: fungai@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.