



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 HUMAN SCIENCES**.

To be considered for a position applicant 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.

**COLLEGE OF HUMAN SCIENCES
MUCKLENEUK CAMPUS**

**INSTITUTE FOR GENDER STUDIES
HEAD
(Ref: CHS/ IR /0010-2021)**

Head of the Institute for Gender Studies (5year performance-based contract) or (5 year secondment)

The Head of an Institute 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 and management of the Institute, achievement of the highest possible standards of excellence in all activities of the Institute must be ensured. Seeing that the focus of an Institute is to deliver accredited research outputs in the specific discipline for which the Institute is responsible, the Head of the Institute has to provide leadership and guidance regarding research conducted in the particular discipline or disciplines in order to deliver accredited research outputs.

Requirements

- An established researcher with relevant doctoral degree. (NQF level 10)
- Five years relevant experience in higher education.
- Evidence of involvement in gender -related issues and research.
- A proven ability to attract research grants.
- Demonstrable leadership and management competencies.
- Academic stature, which entails having a proven academic research record, and have reputation as a credible scholar in a field related to Gender Studies. Consequently he/she must have the necessary profile regarding both qualifications and research outputs over a period of at least five years.

Knowledge, skills and capabilities

- Sound knowledge of tertiary education institutions and ODeL mandate.
- Sound knowledge of University structures, procedures and policies.
- Knowledge of quality assurance systems in higher education environment.
- Diplomacy/liaison and excellent interpersonal skills.
- Ability to work under pressure.
- Proven ability to take initiative in research innovation, commercialisation and conferencing.
- Ability to maintain confidentiality.
- Proven leadership skills.
- Proven managerial skills.

Duties

- Re-invigorating the academic viability of existing structure of the Institute.
- The overall management of the Institute, thereby leading and managing a diverse group of academic staff.
- Promoting the Institute's research profile.
- Supervision of postgraduate students.
- Ensuring that the academics and professional teaching and training is subject related.
- Playing an active role as an academic leader in the discipline on national and international levels.

- Compiling and overseeing the effective utilisation of the Institute's budget.
- Providing leadership and oversight of research in the Institute.
- Providing leadership and oversight of tuition in the Institute.
- Providing leadership and oversight of community engagement and engaged scholarship at the Institute.
- Providing leadership and oversight of academic citizenship at the Institute.
- Providing oversight of the journal in the Institute.

Salary : Remuneration is commensurate with the seniority of the position
Assumption of duty : As soon as possible
Enquiries : **Mr IR Raulinga (Tel. 012 429 2738) (Cell 0634471537)**

Closing Date : **15 October 2021** (*Application has to be emailed before close of business at 16:00*)

- The completed prescribed [application form](#) must be accompanied **BY A COMPREHENSIVE CURRICULUM VITAE**
- 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
- **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



NB: Applications must be submitted to the following Email Address: chs1pa@unisa.ac.za indicate the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be send separately.

All applications should reach UNISA before 16h00 on the closing date.

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.