

# UNIVERSITY OF SOUTH AFRICA

## GRADUATE SCHOOL OF BUSINESS LEADERSHIP (MIDRAND)

**1 X Chief Operating Officer**  
**Ref: SBL\COO\271017**

**5 YEAR FIXED-TERM CONTRACT**

Located in Midrand, along the N1 between Johannesburg and Pretoria, Unisa Graduate School of Business Leadership (SBL) is one of the leading business schools in Africa and globally. The School offers an accredited Post Graduate Diploma in Business Leadership (PGD), Master of Business Leadership (MBL), an accredited Master of Business Administration (MBA), a Doctor of Business Leadership (DBL) as well as a number of professional Executive Education Programmes. The SBL is committed to its vision: *“To be the leading African business school of choice offering internationally recognised leadership and management education.”*

The School is seeking suitably qualified and experienced candidate for appointment as the Chief Operation Officer to provide overall direction, stakeholder management as well as strategic and operational leadership to a group of professional and support functions at the Graduate School of Business Leadership (SBL). The Chief Operating Officer will lead, coordinate the strategic and operational activities of the professional staff consisting of the relevant departments ensuring that the work of subordinates and their departments contribute to strategic plan, vision and mission of the SBL. The incumbent also provides sound advice regarding the internal functioning to the Executive Director & CEO of the SBL.

### KEY REQUIREMENTS

- Have a Grade 12 (Std 10) plus a relevant postgraduate qualification equivalent to NQF Level 9
- Have at least nine (9) years' relevant experience including five (5) years managerial experience on a senior management level.
- Advanced communication skills (written, oral, active listening and interpersonal)
- Advanced organisational skills
- Managing complexity, problem solving and sound conflict resolution skills
- Advanced knowledge of customer relations and strong service orientation
- Knowledge of the academic sector, structures and regulatory framework (HEQF)
- Computer literacy in MS Office
- Available to work after hours (including weekends)
- Availability to travel internationally

Short-listed candidates may be required to undergo a work related assessment.

### RECOMMENDATIONS

Knowledge of tertiary education institutional environment, activities, structures and procedures, especially ODL will be an advantage

### KEY PERFORMANCE AREAS

- Leadership and management of operations
- Oversee & direct implementation of operational plans, infrastructure, and processes to ensure achievement of SBL growth objective
- Lead, manage and oversee Functional departments, viz. Finance and Risk, Human Resources Management, ICT & Logistics, Communications & Marketing and Facilities.

**Applicants are required to indicate in detail on the prescribed application form and the CV to what extent their qualifications and experience meet the requirements of the post as set out in this advert.**

**Assumption of duty** : As soon as possible.  
**Salary** : Remuneration is commensurate with the seniority of the position  
**Closing date** : 01 December 2017

**Enquiries** : (011) 652 0213 (Mr M Dikana - SBL)  
(011) 652 0314 (Dr PW Senoamadi – SBL)

### **HOW TO APPLY:**

Your **application** 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)
- Completed Unisa Job application form. The prescribed application form can be found on the Unisa website ([www.unisa.ac.za](http://www.unisa.ac.za)).

- 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*

#### **ACTIVITY:**

##### **Muckleneuk Campus**

Applications must be posted to Unisa HR, OR Tambo Building, 3rd Floor (Main Entrance), Muckleneuk Campus, PO Box 392, Unisarand, 0003.

Hand delivered applications can be deposited into the Application Box (marked Vacancies) situated at Graduate School of Business Leadership: SBL Building, Reception Area, Second Floor, Midrand Campus

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.**

We welcome applications from Persons with Disabilities

**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.**