

COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES

**SCHOOL OF PUBLIC AND OPERATIONS MANAGEMENT
DEPARTMENT OF APPLIED MANAGEMENT
(Ref: CEMS/MME/COD/04-2020)**

CHAIR OF DEPARTMENT

A CANDIDATE WILL BE APPOINTED IN A SUBSTANTIVE POSITION, EITHER AS A PROFESSOR OR ASSOCIATE PROFESSOR OR SENIOR LECTURER, AND WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT

UNISA is a 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 a position in the **COLLEGE OF ECONOMIC AND MANAGEMENT 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 appointment in a position at a level commensurate with qualifications and experience. Furthermore, Unisa reserves the right to offer the applicant a contract appointment.

THE INCUMBENT WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT WHICH IS A TERM APPOINTMENT FOR A PERIOD OF THREE YEARS.

The Chair of Department (CoD) 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, management and development of the department, the achievement and maintenance of the highest possible standards of excellence in all activities of the department must be ensured.

Applicants should include a full length CV indicating in detail to what extent their qualifications and experience meet the requirements of the post as set out below.

Requirements:

- Applicable qualification at NQF level 10 in at least **one** of the following fields:
 - Entrepreneurship, Supply Chain Management, Transport Economics, Tourism and Logistics Management
 - Experience and skills as per requirements for a specific position (Senior Lecturer or Associate Professor or Professor)

Additional Requirements:

- Leadership and/or management experience.
- Demonstrated ability to engage in research and/or successful supervision of Masters or Doctoral studies.
- Evidence of leadership involvement in a community engagement project.
- Evidence of involvement in the national wider academic community and professional associations.
- Ability to develop a strategic vision and mission for the department.
- Knowledge of current Open Distance Learning (ODL) practices including tuition and learner support.
- Knowledge of the DHET policies and general higher education sector.
- Ability to provide innovative leadership in initiating, developing and reviewing academic programmes.
- Ability to lead and manage a diverse group of academics and programmes in the department.
- Provide guidance, intellectual stimulus and professional leadership to staff.
- Demonstrated competencies and skills in change management and transformation in the department.
- Proven experience in liaising with external stakeholders.

KEY PERFORMANCE AREAS:

The key performance areas for the Chair of Department are the following:

- Participate in constructing a new ethical and servant leadership DNA for Unisa.
- Develop creative and innovative approaches to transform Unisa's core business.
- Establish Unisa as a leader in sound corporate governance and the promotion of sustainability.

- Foster a people-centered and high performance culture through effective talent management.
- Oversee effective implementation of the Departmental Operational Plans.
- Enhance service excellence, quality and efficiencies through effective use of technology, processes and systems in line with Unisa's organisational architecture.

KEY DUTIES AND RESPONSIBILITIES:

The Chair of Department is directly accountable to the Director of School for the Department's performance, more specifically, for the following:

- Giving effect to the department's operational plan.
- Achieving the outputs targets as per the key performance indicators.
- Managing the department's resources efficiently, effectively and in accordance with the relevant principles and policies of Unisa.
- Providing the Director of School with such information as is required to enable the monitoring and evaluation of performance.
- Provide guidance, intellectual stimulus and professional leadership to staff.
- Ensuring that all aspects of the management and organisation are kept under review and ensuring that they best suit the business needs of the department.
- Ensuring the efficient management and administration of the department, including the effective utilisation of staff, the maintenance of discipline, the promotion of sound labour relations and affirmative action, and the proper use and care for Unisa property.
- Ensuring that account records are kept and financial procedures are adhered to, that the Department's resources are utilised properly, effectively and efficiently within the legal boundaries, and that information requested by the Director of School to enable an internal audit of the Department's books, is provided.
- Participating in the policy and management structures of Unisa, and is responsible for the co-ordination and integration of the Department's activities with the rest of the School, College and Unisa.

Recommendations

- Experience in academic leadership.
- Evidence of fluency in the use of on-line delivery platforms.
- Completed assessor training.
- Knowledge of the Higher Education Qualification Sub-Framework (HEQsF).
- Exposure to and/or experience in Open Distance Learning.
- Any evidence of student or peer evaluation from another institution will be an advantage.
- Experience in high-level liaison with external stakeholders, interested parties and professional bodies.
- Extensive evidence of a high degree of involvement in departmental, school, college and University committees including task teams and voluntary associations.
- Evidence of involvement in the international wider academic community and professional associations will be a strong recommendation.

ACTIVITY:



OPEN THE LINK BELOW FOR MORE INFORMATION ON APPOINTMENT CRITERIA:

[POSITION: PROFESSOR](#)

[POSITION: ASSOCIATE PROFESSOR](#)

[POSITION: SENIOR LECTURER](#)

Shortlisted candidates will be expected to give a 10-minute presentation

Assumption of duty	: As soon as possible
Allowance	: Remuneration is commensurate with the seniority of the position
Enquiries	: 012 429 4820/2582 (Ms ME Maluleka/ Ms B Mocumi)
Closing Date	: 25 September 2020

Your application form:

You can find the application form for a permanent academic post on this link <http://www.unisa.ac.za/vacancies> must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;

- identity document (*including passport, work permit, permanent residence permit or proof of naturalization 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);
- 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
- 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*

Shortlisted candidates will be expected to submit a Portfolio of Evidence, which addresses the following:

Teaching and Learning

Unisa is a comprehensive ODeL institution and the teaching and learning must be evaluated in this context. Central to teaching and learning is a student-centred approach and this must also be considered.

It is acknowledged that the assessment of teaching is a difficult task since it is often difficult to quantify. All candidates that are applying for the vacancy must submit their **teaching statement** which addresses the following aspects where applicable.

- Involvement in or approach to ODeL
- Approach to fostering a learner-centred approach and ODeL pedagogy
- Involvement in developing study material
- The extent to which the candidate has used a virtual learning platform (VLE e.g. *myUnisa*)
- Pass, success and throughput rates in the modules the candidate has taught and methods to improve these rates
- Peer and student evaluations
- Approach to learner support

Research and Innovation

Candidates being considered for appointment who are currently employed within the academic or research environment should submit where applicable:

- A research reflection and portfolio indicating the balance in research outputs
- Evidence of research output units as provided for in the Research and Innovation Policy. The candidate should clearly indicate whether he/she is applying the criteria over a 3 or 5 year period. Or
- Evidence of an improved rating as a researcher by the NRF

If the candidate applying for a vacancy is **not** currently employed within the academic or research environment, the **potential** to do research will be an important consideration. A portfolio of evidence of published articles in accredited journals, scholarly books & book chapters, conference proceedings, Master's and Doctoral degrees must be provided before the interview.

The portfolio must be accompanied by a covering document containing a "research reflection" that indicates the balance among Research Outputs and motivates the variety of journals selected for the publications submitted; as well as the balance between publications and post graduate students supervised to completion in accumulating outputs.

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

ACTIVITY:



- Applications must be emailed to CEMS2PA@unisa.ac.za



- Applications sent to the incorrect email address 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.