

# UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: UNIVERSITY REGISTRAR**  
DIVISION: UNISA MUSIC FOUNDATION

**DEPUTY DIRECTOR: MUSIC FOUNDATION (P5)**  
(MUCKLENEUK CAMPUS)

**Ref no (Music Found/DD/P5/2025-st)**

The purpose of the position is to pursue and implement the goals of the Unisa Music Foundation, namely the promotion of music and its appreciation in Southern Africa, aligning it to the vision of Unisa to make the study of music accessible to as many talented young persons as possible, as well as to provide opportunities for advanced students to excel.

## **The incumbent must:**

- Head the Music Foundation.
- Adjudicate at national and international music competitions.
- Be responsible for Marketing the Music Foundation
- Contribute to fundraising activities of the Music Foundation.
- Manage the Community Music engagement initiatives.
- Manage the ensembles and concerts of the Music Foundation
- Examine Grade examinations, ACP's, Licentiate, and Diplomas in Performance.

## **Requirements**

- Master's degree or MTech in music performance, plus 8 years relevant experience.

**OR**

- Doctoral degree in Music Performance, plus 5 years relevant experience.
- **PLUS** valid driver's licence (Code EB) and passport

## **Recommendations**

- International reputation as a performer.
- Sound knowledge of Classical, Jazz and Indigenous African music repertoire

## **Behavioural and Managerial Competencies**

- Leading and deciding- takes control and exercises leadership. Initiates action, gives direction, and takes responsibility
- Creating and conceptualising- works well in situations requiring openness to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
- Adapting and coping- adapts and responds well to change. Manages pressure effectively and copes well with setbacks.

- Supporting and co-operating- supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values which complement those of the organisation.
- Analysing and interpreting- shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly takes on new technology. Communicates well in writing.
- Interacting and presenting- communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.
- Enterprising and performing- focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.
- Organising and executing- plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
- Living the values of the organisation and practicing the 11Cs + 1

### **Technical Competencies**

- A sound knowledge of music styles and international performance practice and standards.
- Computer literacy: Microsoft Office packages and Music notation software
- Functioning of Tertiary institutions.
- Record keeping: Electronic documents and records management systems and practices
- Relevant standards as well as the statutory and regulatory framework within South Africa.
- Information Management.
- Enterprise Content Management.
- An understanding of the challenges facing aspiring and professional musicians.
- A sound record as a fundraiser and events coordinator with active experience as music promoter.
- Experience as a music examiner and juror at national competitive level.
- Experience of managing community music development programmes.
- Knowledge and experience of orchestra management practice.

### **Duties**

- Management
- Marketing and fundraising
- Manage the Community Music engagement initiatives.
- Manage the ensembles and concerts of the Music Foundation
- Professional Services
- Community Participation

**Assumption of duty** : As soon as possible

**Salary** : Remuneration is commensurate with the seniority of the position

**Closing Date** : **4 April 2025**

**Enquiries** : (012) 429 3344 (Prof T Pooley: Music)  
: (012) 429 4972 (Ms S Thaver: HR Staffing and Clients Services)

- Applications can be e-mailed to [thaves@unisa.ac.za](mailto:thaves@unisa.ac.za)
- Vacancies can be viewed <https://www.unisa.ac.za/vacancies>
- The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and **ORIGINAL** certified copies (within the previous six months) of;
  - all educational qualifications,
  - academic transcripts/records;
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- The contact details of three contactable references must be provided, one of which must be from your present line manager.
- The prescribed application form (APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST) is obtainable from the above-mentioned website.
- UNISA is not obliged to fill an advertised position.
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*
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We welcome applications from Persons with Disabilities



- **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.