

UNIVERSITY OF SOUTH AFRICA
DEPARTMENT OF FINANCE
DIRECTOR: EXPENDITURE MANAGEMENT
FIVE (5) YEAR FIXED TERM CONTRACT

(Ref: FIN/EXPMNG/SM2018)

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 and e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes. Unisa is inviting applications for the position of Director: Expenditure Management.

Purpose of the job

To manage, lead and direct the Expenditure Management Directorate including

- Overall expenditure management within UNISA;
- Creditor and sundry payments; Asset Management;
- Inventory management;
- Funds administration
- Library financial management; and
- Insurance.

Roles and responsibilities include:

- Set, maintain and review the Unit's direction in line with the Finance Department plan.
- Driving and directing the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation.
- Driving and directing the development, reviewing, implementation and compliance to policies, processes, practices, procedures and systems in respect of Expenditure Management in Unisa.
- Providing leadership regarding all the operations of the directorate per the purpose of the job. This includes but not limited to, the provision of reasonable assurance in respect of effectiveness and efficiency of operations, relevant, accurate and timely financial reporting; as well as provision of reasonable assurance regarding compliance with applicable laws and regulations.
- Directing and facilitating the identification of risks, potential breaches and the implementation of control measures and programmes to ensure compliance and meet regulatory requirements.
- Ensuring the correct recording of transactions in compliance with IFRS
- Compiling and managing the functional budget in line with the portfolio and Institutional budget and spending in line with SCM policies and procedures.
- Monitor all expenditure and prepare forecasts highlighting opportunities and risks
- Directing, mentoring and empowering employees within the directorate to promote high performance, optimal working environment, improving staff morale and cost effective operations.
- Establishing a positive, healthy and safe work environment and culture
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums.
- Assisting with compilation of the Annual Report and liaising with internal and external auditors.

Requirements

- Minimum of Honours Degree or equivalent Higher Education qualification and registration with

relevant professional body. CA (SA) will be an added advantage

- Minimum 10 years' relevant experience with at least 5 years in a management role

Knowledge and Skills

- Knowledge of relevant legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- King IV report on corporate governance
- Financial Management, Administration and Control
- Statutory Administration
- Risk Management
- Policy development and implementation
- Change Leadership / Management
- Stakeholder Management
- Problem solving and analysis
- Strategic thinking
- Achievement focused
- Verbal and written communication
- Conflict and stress management

Assumption of duty	:	As soon as possible
Salary	:	Remuneration is commensurate with the seniority of the Position
Closing Date	:	16 March 2018
Enquiries	:	Ms SL Mbanjwa – 012 429 6072 Mr RG Masingi – 012 429 4606

- Kindly supply your Curriculum Vitae
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- The detailed advertisement can be found on the Unisa website (www.unisa.ac.za)
- Application can be forwarded by email to: Mbanjst@unisa.ac.za or masingr@unisa.ac.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.*