

UNIVERSITY OF SOUTH AFRICA

CALL FOR EXPRESSION OF INTEREST

PORTFOLIO: OFFICE OF THE PRINCIPAL & VICE CHANCELLOR

OMBUDSMAN

To be appointed on an Independent Contract (This is not a full-time position)

(Ref: Ombudsman/NV/2021)

The purpose of the position is to improve Unisa's service delivery and quality of administration by investigating complaints and making appropriate recommendations to the Principal and Vice-Chancellor, and to foster the culture of good administration that is accountable, lawful, fair, transparent and responsive. The Ombudsman should have a reputation for integrity, be an independent office of last resort where complaints can be lodged about inadequate service delivery and administrative malpractice in the University.

Requirements

- A relevant qualification(s) from any recognised institution
- Experience in dispute resolution, investigating and hearing complaints and assessing facts and evidence in a balanced and unbiased manner
- Must be an Independent, external person, not a representative of any particular person or group
- Must neither be a Unisa student nor employee (as defined in the Labour Relations Act 66 of 1995)
- Must be objective and impartial
- Ability to maintain confidentiality
- Must demonstrate respect for all individuals and groups
- Understanding of good corporate governance
- An understanding of diverse cultures and backgrounds is also desired.

Recommendations

- Doctoral degree
- Good understanding of the workings South African higher education

Duties

- Conducts business in a manner which promotes the constitutional values of integrity, social justice, fairness and excellence as reflected in the University's strategic plans.
- Remain independent, neutral and impartial, and exercise good judgement
- Receives and investigates claims from any person(s) aggrieved by administrative malpractice or inadequate service delivery on the part of the part of any person(s) acting or professing to act on behalf of the University.
- Submits a written report after the investigation to the Principal and Vice-Chancellor and any other body as mandated by the Principal and Vice Chancellor
- Make appropriate recommendations to bring the matter to a satisfactory conclusion

Assumption of duty : as soon as possible

Remuneration : Remuneration is commensurate with the number of hours worked)

Closing date : **14 October 2021**

Enquiries relating to the position can be directed to: (012) 4292551, Prof SK Ndlovu, Vice-Principal: Strategy, Risk & Advisory Services

NB* All those candidates who have applied, need not re-apply as your application will be considered.

Application can be forwarded by email to: vvuren@unisa.ac.za / leachgc@unisa.ac.za

- The prescribed Application form to be filled, is available down below.
- A detailed comprehensive Curriculum Vitae, and copies of:
- All Certified educational qualifications;
- Certified Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.
- The detailed advertisement can be found on the Unisa website <https://www.unisa.ac.za/vacancies>
- 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



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.

CONFIDENTIAL



PO Box 392
UNISA
 0003
 South Africa

APPLICATION FOR AN INDEPENDENT CONTRACT

IMPORTANT: Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- Send the completed application form to the address indicated in the advertisement

1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number					Unisa student no		
Race <i>(Mark with x)</i>	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following <i>(Certified copies of documents must be attached)</i>							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							
<hr/> <hr/> <hr/>							

Residential address				Postal address			
			Code				Code
Telephone no	Home		Work				Fax
Cell			e-mail				

2. PARTICULARS OF POST APPLIED FOR

Department			
Reference no		Job title	

3. DETAILS OF PRESENT POSITION *(if applicable)*

Employer		Address	
Position		Period of employment	

4.1 RELEVANT OCCUPATIONAL EXPERIENCE *(Attach CV)*

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

5. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

6. POST SCHOOL EDUCATION *(Completed)*

Degree/diploma/ certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

7. CURRENT AND/OR INCOMPLETE STUDIES *(if applicable)*

Degree/diploma/ certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

* Full-time study must be indicated by 'F' and part-time by 'P'.

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):

Language	Speak	Read	Write

9. OTHER SKILLS

Please give details of any other skills that you may have (e.g. computer skills)

10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post. Please structure your response according to the requirements as set out in the advertisement:

11. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application

12. REFERENCES *(Contactable)*

	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

13. CRIMINAL CASES/OFFENCES

Have you ever been found guilty of a criminal offence?				Yes	No
If yes, please provide further details					
Have you ever had a sentence imposed? (mark with an x)					
	Period (eg 2 years)		From	To	
Imprisonment					
Suspended sentence					
Admission of guilt	Date		Amount		
Other					
Is there any criminal, civil or disciplinary action pending against you?				Yes	No
If yes, please provide further details					

Have you ever been found guilty of misconduct at a previous employer?

Yes

No

14. DECLARATION BY APPLICANT

I, hereby declare that the information I have provided on this form is correct and give consent that references may be contacted and credentials verified.

Date:

Signature: