

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/2020)

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 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 : 1 January 2021

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

Closing date : 16 November 2020

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

Application can be forwarded by email to: vvurenm@unisa.ac.za

- 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.