

# UNIVERSITY OF SOUTH AFRICA

Applications are hereby invited for the under mentioned position:

## REGISTRAR

### Five (5) Year Fixed-Term Contract Appointment • Ref: REGISTRAR/UNISA/2018

Unisa is a comprehensive Open Distance and e-Learning University committed to strong scholarship, critical thinking and self-reflection, producing quality graduates and promoting excellence in research and innovation. The University is guided by the principles of lifelong learning, student centeredness, innovation and creativity which find expression in Unisa 2030 Strategy. The University is inviting applications for the position of Registrar. This position forms an integral part of the Executive Management Team and reports to the Principal and Vice Chancellor.

**Purpose of the job:** To provide thought leadership and collaborative strategic direction as the secretary to the Council, Senate and Convocation and the Head of the University's academic administration in accordance with relevant legislation and in alignment with the Unisa 2016-2030 Strategy and Open Distance and e-Learning (ODEL) Business Model.

**Key Performance Areas:** The Registrar holds various key institutional roles and requires being an accomplished operational executive with requisite administrative and political acumen, alertness to institutional dynamics, capable of working with diverse constituencies and able to communicate frequently with the Principal and Vice-Chancellor on pivotal relevant issues affecting the Institution. The main part of his/her time will centre on strategic direction and alignment, backed by process, people, efficient operations and liaison and reporting responsibilities.

**Strategic direction and governance:** • Providing strategic direction and monitor the achievement of the Portfolio's strategy in alignment with the overall Unisa 2016-2030 Strategy and ODeL Business Model • Overseeing the integration and alignment of the Portfolio's strategy, plans, policies, procedures, practices, processes and systems • Providing strategic leadership regarding all the operations of the Portfolio from an overall perspective, which includes: \* Student affairs and student development inclusive of matters relating to the student representative councils and the support of students with disabilities \* Regional Services, including Regional Offices \* The administration of applications, admissions and the registration of students \* Student assessment administration inclusive of assignment administration, examination administration and invigilator services \* Student systems \* Governance and Committee services \* Graduations \* Student Discipline \* Records Management, institutional information management and maintaining the integrity of the academic records of students.

**Functional execution:** • Providing strategic direction and leadership regarding the cohesive management of student administrative support from the pre-application to the graduation phase across the University, inclusive of records management and student systems • Providing strategic direction and leadership to ensure an effective student development strategy aimed at ensuring that Unisa has the necessary capacity to respond to student needs and to provide effective student development support inclusive of regulation, development governance, social development interventions, and graduate development services • Providing strategic direction and leadership as the secretary to the Council, Senate and Convocation as to fulfil their policy-making and governance roles • Promote a service orientation culture throughout the Office of the Registrar • To support the University's executive officers and advise across a wide range of internal structures.

**Client/Stakeholder Relations:** • Build and maintain effective and meaningful relationships with all stakeholders and communicate in an influential manner.

**Financial stewardship and risk management:** • Overseeing and monitoring Portfolio expenditure within budgeted parameters and reporting on variances periodically • Ensuring effective asset management • Managing Portfolio risks through identification, reporting and developing mitigation plans.

**People management:** • Leading, mentoring and empowering employees and change within the Portfolio to promote performance, conducive working environment and cost effective operations • Driving a high performance culture by taking accountability for an effective and well-articulated performance management processes • Guiding and affecting strategic leadership in embedding the values and desired culture of the Institution in line with the Unisa's Transformation Charter and Unisa 2016-2030 Strategy.

**Advocacy and leading change:** • Advocate and promote the use of technology to promote institutional agility and efficacy • Facilitates change and the implementation of change interventions.

**Requirements:** • Minimum of Doctoral Degree • Minimum 10 years' of relevant work experience in Higher Education with at least 5 years in an executive management role **OR** 10 years' in a senior manager role • Demonstrated to be a leader and working in a large and complex organization.

**Knowledge, Skills and Competencies:** • Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions

• Experience of Committee Services and the impact thereof on the smooth functioning of Council and the sub-committees of Council • Knowledge of relevant statutory policies, procedures and systems in higher education • Knowledge of academic information and administration policies, procedures, tools, systems and processes • Knowledge of open distance learning (ODL) will be an added advantage

• General management (including knowledge of applicable policies and procedures) • Risk management • Analytical thinking • Inspiring excellence • King IV Report on corporate governance • Budgeting and Financial Management, Policies and Procedures • Leadership and Overall Management • Leading and Supervising • Performance Management • Stakeholder Relationship Management and Communicating (oral and written).

**Assumption of duties:** As soon as possible.

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

**Closing date:** 19 March 2018

**Enquiries:** Nosipho Moyo at Warrior Talent on (011) 058 0030 / (011) 075 2744.

**The completed prescribed application form must be accompanied by a comprehensive Curriculum Vitae and copies of:** • All educational qualifications • 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 together with the prescribed application form can be found on the Unisa website ([www.unisa.ac.za](http://www.unisa.ac.za))

**Applications can be forwarded by email to:** [nosipho@warriortalent.co.za](mailto:nosipho@warriortalent.co.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.

