

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: RESEARCH, POSTGRADUATE STUDIES, INNOVATION AND COMMERCIALISATION

POSITION: DIRECTOR: UNISA PRESS (P4) (5-YEAR FIXED-TERM CONTRACT)

(Ref: DIR: UP/RPSI&C/GRM/2019)

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 Distance e-Learning (ODEL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Unisa Press**.

Unisa Press forms part of Unisa's Research, Postgraduate Studies, Innovation and Commercialisation portfolio. The Director, as an accounting officer of the Press is required to advance the strategic goals, academic objectives and the management philosophy of the University. The incumbent reports to the Vice-Principal: Research, Postgraduate Studies, Innovation & Commercialisation (VP: RPSIC) and provides strategic leadership to the Press.

Purpose of the Job: The position of the Unisa Press Director is to direct and oversee the execution of the Unisa Press policies, strategies, plans, programmes, systems process and procedures, in accordance with relevant legislation and in alignment with Unisa 2016-2030 Strategy and ODeL Business.

KEY DUTIES/RESPONSIBILITIES

Strategic Direction and Alignment

- Developing operational plan and key performance indicators in support of the directorate's strategy, and in turn, in support of the institution's overall vision and strategy
- Interpreting policies to lower levels and ensuring alignment with the directorate's operational plan
- Driving and directing the development of the directorate's operational plans and objectives in line with the directorate strategy, plans and objectives; and, in accordance with relevant legislation
- Driving and directing the development of the directorate's annual performance review
- Forging relations with the University's various portfolios, regions, colleges and departments to ensure alignment with other institutional plans and processes
- Developing best practices, strategising for, build on, and constantly refine a comprehensive vision for the directorate
- Provide strategic direction and leadership in directorate's growth and customer service in line with the directorate's operational plan and strategy
- Initiate and implement national, continental and global collaborations
- Providing direction in the directorate's area(s) of specialisation

Operational Leadership

- Providing tactical and operational leadership regarding all operations of the directorate. Contributing to the development of policies. Overseeing the publication, marketing and sales of scholarly books and journals.
Forging relationships with relevant functional units to ensure production, marketing and selling of research outputs, journals and books

- Support the creation of a conducive academic and scholarly publication environment
- Oversee the management of daily operations and activities of Unisa Press
- Lead the market research activities and marketing of Unisa Press and its products (mainly, Books and Journals)

Forecasting, Budgeting and Financial Management

- Provide prudent financial management undertakings by ensuring that sound policies, standards and practices are adopted for optimal utilization
- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Ensuring the establishment of financial sustainability through a green Institution-wide culture
- Ensure sustainable sources of income by maximising research dissemination diversified income

People Management

- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Ensuring a high-performance culture in the directorate through taking accountability for an effective and well-articulated performance management process
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Fostering an organisational culture and climate that is ethical and values driven

Governance and Reporting

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance as defined by government
- Compiling regular reports to Senate, Council, its committees and other relevant structures
- Develop and implement the risk and compliance framework for the directorate in line with Unisa Compliance Universe, principles and culture
- Present to the VP: RPSIC monthly on risk and compliance issues including any recommendations
- Monitor the implementation progress of action plans designed to correct incidents of non-compliance or potential issues in policies, systems or employee conduct

Contract Management

- Oversee the directorate's author, editor and commercial contract development and management activities and enforce organizational principles of integrity and compliance.
- Serve as the primary directorate's contact during contract negotiations
- Engage relevant internal and external stakeholders in negotiation decisions involving legal and regulatory requirements, contract standards and cost targets
- Maintain deadlines on deliverables and communicate them on an ongoing basis with business partners and internal clients about contractual issues
- Review contractual performance of both parties to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal

Qualifications

- Minimum Master's Degree and registration with relevant professional body where applicable

Experience

- Minimum 10 years of relevant Higher Education work experience with at least 5 years in a management role
- Minimum 3 years of publishing work experience

Assumption of duty: As soon as possible

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

Closing Date: 05 November 2019

Enquiries: Ms P Bana - 012 429 3572, applications can be forwarded by email to: banapp@unisa.ac.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- 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. Short-listed candidates will be required to prepare a presentation on the interview date.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>). Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment

We welcome applications from persons with disabilities.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.