

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: TUITION SUPPORT AND FACILITIES OF LAERNING

**POSITION: DIRECTOR: LANGUAGE SERVICES (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR: LS/TS&FL/GRM/2020)

Unisa is a publicly funded Open Distance and eLearning Higher Education Institution in South Africa. In keeping with its mandate, Unisa is 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: Language Services**.

Purpose of the position:

Providing strategic leadership in the Directorate in line with the Unisa Strategy and ODeL Business Model.

Key duties/responsibilities

Strategic Direction and Alignment

- Developing an annual operational plan and KPI's in support of the departmental strategy in delivering the institution's overall vision and strategy
- Executing the directorate's operational plan and procedures to support the ODeL 2016-2030 Strategy
- Interpreting policies to lower levels and ensuring alignment with the Directorate's operational plan
- Providing direction in the development and implementation of the Language Policy for the university

Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - ✓ The provision of languages services;
 - ✓ The provision of translation services (such as the translation of study guides, tutorial letters other institutional documents and *ad hoc* documents); and
 - ✓ The developemnet and promotion of South African official languages
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration
- Ensuring compliance to Unisa language policy
- Contributing to a multilingual communication culture throughout the institution
- Identifying risks relating to Language Services and developing mitigating strategies
- Keeping abreast of the external regulatory environment that governs the university e.g Department of Higher Education, South African Qualifications Authority and the Council n High Education and acting accordingly
- Ensuring the implementation of relevant quality mechanisms in the field of responsibility
- Providing guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation
- Managing the relationships and networks with internal and external stakeholders

Forecasting, Budgeting and Financial Management

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the directorate's budget in line with the departmental budget
- Directing and monitoring the directorate's expenditure within budgeted parametres and reporting on variances periodically
- Managing the process of allocation of financial resources within the Directorate
- Managing the function's resources sustainability in accordance with financial principles
- Authorising the procurement of relevant services, equipment and materials
- Safeguarding the assets allocated to the Directorate
- Ensuring the establishment of financial sustainability through a green Institution-wide culture

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
- Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of the human resources policies, procedures and practices
- Building a robust, effective talent and leadership pipeline, succession and HR capacity

Governance and Reporting

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Ensuring the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Participating in the annual performance review
- Identifying risks and maintaining an accurate risk register relating to the field of responsibility, develop and implement mitigating strategies
- Documenting and reporting on directorate specific matters
- Ensuring proper record keeping of all aspects within the field of responsibility

Qualifications

- Minimum Doctorate Degree (NQF level 10) in a related field

Experience

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

Assumption of duty: As soon as possible

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

Closing Date : 30 April 2020

Enquiries : Ms A Mavhungu - 012 429 3048

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

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and certified 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.

The prescribed application form 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.

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