

**PORTFOLIO: TEACHING, LEARNING, COMMUNITY ENGAGEMENT AND STUDENT
SUPPORT**

DEPARTMENT: ACADEMIC PLANNING

DIRECTORATE: UNISA CENTRE FOR LIFELONG LEARNING (UCLL)

DIRECTOR UNISA CENTRE FOR LIFELONG LEARNING (UCLL)

(REF: DIRECTOR/UCLL/P4/2020)

To plan, provide strategic leadership and direction in line with UCL functions in accordance with relevant legislation and in alignment with the institution's Open Distance and e-Learning (ODEL) strategy.

Requirements

- Doctoral Degree Preferably in the field of Education
- At least ten (10) years of relevant experience in the higher education environment of which five (5) years of experience must have been at an appropriate management level (preferably in the higher education environment)

Recommendations

Work experience in the design, development and management of Short Learning Programme offerings in higher education

Duties

1. Revise and review the Centre's strategy annually in alignment with the institutional strategic goals and objectives
2. Monitor, evaluate and report on the Centre's operational plans and objectives in line with the institutional strategy, plans and objectives and executing operational plans in accordance with relevant legislation
3. Manage the risk register of the Centre
4. Revise and review policies, processes, practices, frameworks, procedures, controls and systems on an ongoing basis to ensure high performance in short learning programme offerings at Unisa
5. Conduct the Centre's annual performance review and design and develop improvement plans for implementation
6. Budget and manage the directorate's finances and all its resources in alignment with the Directorate's approved annual budget.
7. Monitor and report on progress against the Directorates operational plan at Institutional forums (such as at STLCEC, Senate, budget committee, etc)
8. Manage all Centre resources efficiently and with a view to ensuring the Centre's sustainability

Knowledge and competencies

- Excellent Leadership and Management skills;
- Strategic thinking;
- Leading and Supervising;

- Stakeholder management;
- Communication skills;
- Collaboration and Teamwork;
- Agile project management
- Achievement Focused;
- Innovation and Creativity;
- Rule Orientation;
- Problem-solving skills;
- Resilience, Perseverance and stress management,
- Conflict Management;
- Policy Development and Implementation;
- Higher Education regulatory environment;
- MS Office applications;
- Resource planning; and
- Risk assessment and management

Assumption of duty: As soon as possible

Salary: Remuneration will be commensurate with the seniority of the position

Closing date: 7 August 2020

Enquiries: Ms A Mavhungu - 012 429 3048 or Mr R Masingi- 012 429-4606

CV's and relevant copies must be sent to mavhuai@unisa.ac.za

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

- The completed prescribed application form must be accompanied BY **COMPREHENSIVE CURRICULUM VITAE** and **ORIGINAL** certified copies (within the previous six months) of;
 - ☐ all educational qualifications,
 - ☐ academic transcripts/records;
 - ☐ identity document; and
 - ☐ proof of SAQA verification of foreign qualifications
- ☐ UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- ☐ The contact details of three contactable references must be provided, **one of which must be from your present employer**. Should you currently not be employed, a contactable reference from your previous employer must be provided.
- ☐ UNISA is not obliged to fill an advertised position.
- ☐ **Late, incomplete and incorrect applications will not be considered.**
- ☐ *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.