

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO : REGISTRAR

DEPARTMENT: DEAN OF STUDENTS

**POSITION: DEAN OF STUDENTS (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: D/DS/SAR/R/SelloBila/2020)

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 **Dean of Students (P4)**

Purpose:

To plan and execute Dean of students Systems, Policies and function in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) model, 2016 - 2030 strategy and the Integrated Transformation Strategy.

KEY DUTIES/RESPONSIBILITIES

Strategic Direction and Alignment

- Developing operational plan and KPI's in support of the departmental strategy in support of 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 Directorate's operational plan
- Developing and implementing a strategy and plan to review all system and policies of the university to ensure alignment with the transformation agenda

Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective , which include: ARCSWiD and Student Governance and social development programmes:
 - Providing leadership regarding all the operations of the directorate from an overall perspective
 - Ensure that there is alignment between Unisa system, such as HR, Finance, ICTs, etc with ODeL business model
 - Facilitate technological change and other systems to realise the potential of open distance and e-learning pedagogies
 - Driving the implementation of plan, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- Provides strategic leadership to ensure the effective management of the Division: Student Development; Division : ARCSWiD.
- Develops, implements and maintains appropriate policies, processes and practices to ensure effective student governance and service delivery by the department
- Facilitate the effective engagement of students in the university and the governance of the University in line with the Higher Education Act, by:
 - Positioning Student Affairs appropriately within the University
 - Assisting with the SRC election process
 - Developing an Integrated Student Affairs Framework in line with the ODeL student support model to serve as a mandate for, and guide the activities and interventions of student affairs

- Managing the recognition of student organizations and structures
 - Applying required resources to effect the mandate
- Facilitates the creation of a nurturing and conducive environment for students by promoting students wellness and a sense of belonging through the provision of psycho-social services that supports and enhances the academic business of the University
- Develops and implements social and leadership development programmes for students with a focus on the Student Representatives Council (SRC), and which include informing and /or training them in the following:
 - Vision and strategy of UNISA
 - Relevant policies
 - Financial management
 - Project management
- Develops sustainable student governance interventions for the SRC by organising workshops, training programmes and seminars on governance and leadership
- Promotes institution-wide advocacy and awareness – arising on the diverse needs of students with disabilities:
 - Provides disabled students with special learning resources and create an enabling barrier- free learning environment, e.g. training in sign language and Braille, and audio- visual learning interventions
 - Monitors student progress and intervene when required
 - Encourages declaration of disabilities by students, and promotes awareness on an ongoing basis
- Ensures that the needs of disabled students are sufficiently addressed:
 - Develops, implements and maintains relevant policies and processes
 - Reviews infrastructural facilities , registration, and educational processes to ensure a barrier-free environment
 - Provides counselling services to disabled students when required
- Maintains constant interaction with students through available technology:
 - Ensures an understanding of the notion of open and distance e-learning and that UNISA is an ODeL institution
 - Enable an understanding of what it takes to be an ODeL student
 - Motivates students during and towards examinations through inspiring articles on the web page of Students Affairs and in the student magazine “inspired”, and through emails, podcasting, and other
- Maintains constant interaction with portfolios, external stakeholders and departments to act on behalf of students and to emphasise student-centeredness in all activities
- Advocate the fulfilment of UNISA’s promise to serve the student
- Supports the values of UNISA and the ethos that “we care; we develop and we support”
- Undertakes surprise visits to regions and relevant services departments / directorates providing a directive service to students to assess the level of utilisation of services by students, and the quality of services provided to students from the student’s perspective, including the attitude towards students with regards to:
 - Manage the conducting of surveys to determine UNISA’s level of students awareness, and the level to which students utilise services provided
 - Translates findings into action plans and implements
 - Shares findings with the rest of the University to enable appropriate action
- Invites reviews of the Integrated Student Affairs Framework by an International Review Group for purposes of introducing best practice in the UNISA Student Affairs Department
- Establishes and maintains professional networks locally an internationally
- Supports the University’s Community Engagement and Outreach Policy by leveraging knowledge and skills in community engagement initiative to the benefit of communities.

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 budgets

- Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically
- Managing the process of allocation of financial resources within the Directorate
- Managing the function's resources sustainably in accordance with financial principles
- Authorising the procurement of relevant services , equipment and materials
- Safeguarding the assets allocated to the Division

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.
- Ensure 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 procedures
- Compiling regular reports to council, its committees and other relevant structures
- Participating in the annual performance review
- Identifying risks relating to the field of responsibility , develop and implement mitigating strategies
- Documenting and reporting on directorate specific matters
- Ensuring proper records keeping of all aspects within field of responsibilities

Qualifications

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

Experience

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

Assumption of duty : As soon as possible

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

Closing Date : 12 JUNE 2020

Enquiries : Mr SS Bila - 012 429 3861

Application can be forwarded by email to: Bilass@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.

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.

We welcome applications from persons with disabilities.

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