

ADVERTISEMENT

UNIVERSITY OF SOUTH AFRICA
EXECUTIVE DEAN: COLLEGE OF EDUCATION
(5-YEAR FIXED-TERM CONTRACT)
(Ref: ED:CED/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 and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Executive Dean: College of Education.

Main Outputs and purpose for this position.

To plan and provide high quality Open Distance e-Learning (ODEL) academic services in the field of Education (inclusive of tuition, learning, research, community engagement and student support) to all clients of Unisa, in accordance with relevant legislation and in alignment with the institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy.

Key Duties/Responsibilities:

Strategic Direction, Planning and Alignment

- Positioning the College as a leading provider of quality distance education programmes in the field of Education through an academic product range that expands on its comprehensive character, growing accredited research, and increasing throughput.
- Lead and direct the development and implementation of the College strategy and objectives in line with the Institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy and in accordance with the relevant legislation.
- Provide strategic leadership to the development of the annual performance review as is required by the Department of Higher Education and Training (DHET)

Operational Leadership and Process Management

- Provide leadership regarding all the operations of the College from all overall perspective, which include:
 - The provision of support with the management of ODeL –focused tuition, learner support and community engagement in the College through the Office: Tuition and Learner Support
 - Strengthen Unisa as a leading research institution and as the leading provider of the post graduate programmes through the Office: Graduate Studies and Research
 - The effective functioning of the schools in the college and ultimately the Colleges provisioning of academic formal and short learning programmes
 - The effective functioning of the Office of Teaching Practice
- Driving actions to ensure the quality and relevance of study material by reviewing the Programme Qualification Mix (PQM) and all qualifications within framework of changes/developments in legislation and government policy requirements.

Forecasting, Budgeting and Financial Management

- Directing and overseeing the funding of operations and budgeted activities within the College.
- Manage the College's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa.
- Providing leadership regarding the compilation and management of the budget for the College.

People Management

- Leading, mentoring and empowering employees and change within the College to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Fostering an organisational culture and climate that is ethics and value driven
- Builds a robust, effective leadership pipeline, succession and capacity
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process

Governance and Reporting

- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promote sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures
- Monitoring community engagement projects and reports status and progress on an ongoing basis.

Requirements

- Doctoral Degree
- Minimum 10 (ten) years relevant experience in Higher Education and academia with at least two (2) years in middle management (Director role) preceded by at least three (3) years' experience in First Line Management (COD role)

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the Position

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.

If interested, please refer all applications to Skill Placement by submitting your comprehensive C.V. and certified copies of qualifications to godwin@skillplace.co.za. Telephone contact details: 011 764 1052.

Closing date for applications: 31 May 2019

Please send a Letter of Application, a completed application form, 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.
- 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.