

**UNIVERSITY OF SOUTH AFRICA
EXECUTIVE DEAN: COLLEGE OF LAW
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: ED/CLAW/GRM/2018)

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 Law.

Roles and responsibilities

An Executive Dean is an Executive Officer of the College. S/he is a member of the Extended Management Committee of the University, and is required to advance the strategic goals, academic objectives and the management philosophy of the University. The incumbent reports to the Vice-Principal: Teaching, Learning, Community Engagement and Student Support and Vice-Principal: Research, Postgraduate Studies, Innovation and Commercialisation and provides strategic leadership to the College of Law to ensure that the College is functioning in line with the overall vision and mission of Unisa. S/he also has to ensure that the College becomes a centre of excellence in education with regard to tuition, learning, research, innovation, commercialisation and community engagement in South Africa and on the African continent.

The purpose of the position is to plan and provide high quality Open Distance e-Learning (ODeL) academic services in the field of Law (inclusive of teaching, learning, research, community engagement and student support) to all student, clients of Unisa, in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODeL) model and UNISA 2016-2030 Strategy.

The incumbent does so by:

- Positioning the College as a leading provider of quality distance education programmes in the field of Law through an academic/professional product range that expands on its comprehensive character, growing accredited research, and increasing throughput
- Leading and directing the development and implementation of the College Strategy and objectives in line with the Institution's Open Distance and e-Learning (ODeL) model and UNISA 2016-2030 Strategy and in accordance with relevant legislation
- Providing strategic leadership to the development of the Annual performance review as is required by the Department of Higher Education and Training (DHET)
- Providing strategic direction in the College's area(s) of specialization
- Providing leadership regarding all the operations of the College from an overall perspective, which include:
 - the provision of support with the management of ODeL-focused teaching, learner support and community in the College
 - the strengthening of the Unisa as a leading comprehensive research institution and as the leading provider of undergraduate and postgraduate programmes in Africa
 - the effective functioning of the Institute for Dispute Resolution in Africa
 - the effective functioning of the Schools in the College and ultimately the College's provisioning of academic/professional formal and short learning programmes

- the ensuring of high standards of excellence in all aspects of academic/professional work through appropriate quality assurance and enhancement processes
- increased throughput and curriculum transformation
- Exploring and promoting the development of multi-, inter- and transdisciplinary programmes with other Colleges, Departments and Stakeholders within the University
- Driving processes for the development of innovative teaching strategies, open distance e-learning methodologies and curriculum development and evaluation
- Ensure the quality and relevance of study material by reviewing the Programme Qualification Mix (PQM) and all qualifications within the framework of changes/development in legislation and government policy requirements
- Ensure compliance with the legislative frameworks impacting on teaching, learning and research, within the framework of the standards set by the Council of Higher Education
- Overseeing and actively promoting research within the College to increase NRF rated researchers and research grant holders
- Promoting academic/professional leadership and citizenship through collaboration and sharing of knowledge within and outside of the University, and through membership of professional bodies
- Overseeing the provision of legal advice and court representation of marginal members of the community through the Legal Aid Clinic
- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes
- Promoting sound governance principles through effective planning, maintenance of operating and service standards, management of compliance and risk and participating in institutional governance structures
- Managing strategic relationships and networks with internal and external stakeholders
- Monitoring community engagement projects and reports status and progress on an ongoing basis
- Human resources management

Requirements

- A relevant Doctoral Degree
- Minimum of ten (10) years' relevant work experience in Higher Education and academia of which at least 3 years should be in middle management role

Competencies/Capabilities

- Knowledge, skills and abilities required for the successful accomplishment of the job, which include:
 - General management including knowledge of applicable policies and procedures
 - Strategy development, monitoring and implementation
 - Renowned academic – proven experience in, and proficient knowledge of all aspects of academic work, student and academic support and staff support
 - Sound track record as an academic leader with proven experience and involvement in the management of Colleges, Faculties and / or Schools
 - Knowledge of relevant legislation and policies
 - Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
 - Extensive knowledge of challenges facing higher education, specifically with regard to open distance and e-learning (ODEL)

Assumption of duty : As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position
Closing Date : **20 July 2018**
Enquiries : **Nosipho Moyo at 01 058 0030**

The completed prescribed application form must be accompanied by 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.
- The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)
- Application can be forwarded by email to: nosipho@warriortalent.co.za
- 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.