

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: INSTITUTIONAL DEVELOPMENT
DEPARTMENT: HUMAN RESOURCES

POSITION: DIRECTOR: ORGANISATIONAL DEVELOPMENT (P4)

FIVE (5) YEARS FIXED TERM CONTRACT

(Ref:DIR/OD/P4/HR/GRM/2021)

Unisa is publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance and e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes. Unisa is inviting applications for the position of Director: Organisational Development for five (5) years fixed term contract.

Purpose of the job

The main objective of this post is to lead and direct organisational design and effectiveness, optimise the use of HR Information Systems, and implement organisational culture and transformation in line with the Unisa 2016-2030 Strategy and ODeL Business Model.

Roles and responsibilities include:

Strategic Direction and Alignment

- Leading and developing the Organisational Development (OD) strategy and objectives in line with the Institutional ODeL 2016-2030 Strategy
- 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
- Providing direction in the directorate's area(s) of specialisation

Operational Leadership and Execution

- Developing solutions for specific organisational and business problems, aligning stakeholders to objectives and plans to implement those solutions
- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - Organisational Design and Effectiveness
 - Human Resource Information Systems
 - HR Policy Development
 - Job Analysis and Evaluation
- Monitoring and continually improving the effectiveness of OD programs, products to ensure advancement of the organisational strategy and culture
- Providing expert facilitation and training on change management to ensure organisational performance, team effectiveness, structure/design, governance practices, culture and other HR processes support achievement of business goals
- Co-developing and taking joint accountability for the implementation of an institutional operating model to drive Unisa strategy realisation and transformation

- Researching and designing an architectural model in shaping the desired organisational model based on best practices
- Developing quantitative and qualitative success metrics and measures for key organisational development initiatives
- Leading organisation effectiveness, team development, and restructuring interventions
- Providing leadership to organisation design and development, ensuring fit for purpose structures and skill mix and effective change management
- Ensuring that HR business partnering arrangements are fully embedded and that line management takes ownership for people management and development activities
- Enhancing the culture of staff engagement in the organisations and proactively focus interventions, through regular staff surveys, and agree plans in response to the feedback received
- Ensuring that HR processes and policies aligns to the Unisa evolving culture of innovation, healthy intellectual debate, professional growth, achievement and excellence within the institution
- Improving continuously HR and employment policies and seeking opportunities to harmonise policies across the two organisations, in partnership with line managers and with Organised Labour, and professional associations; ensuring compliance with employment legislation and best practice and understandability for line managers and all staff
- Ensuring that line managers are supported and trained to apply HR and employment policies with consistency and equity
- Ensuring that relevant statutory, regulatory and professional standards are wholly achieved in relation to HR and OD policies, processes and procedures, particularly in respect of safe employment, information governance and employment legislation
- Overseeing the organisation's HRIS (Human Resources Information Systems) in respect of development, implementation, and Modifications.
- Integrating the HR systems ensuring HR process alignment to ODeL in collaboration with ICT.
- Identifying new development and system opportunities/software in delivering the People & Culture strategic agenda
- Providing leadership in the development of effective job evaluation processes and procedures acceptable for all stakeholders
- Partnering with the HRBPs in consulting with the business to create innovative solutions
- Collaborating with other HR business units to deliver comprehensive solutions to the Business Partners
- Supporting the HR business partners with interventions when quality or performance is not in line with plan, in accordance with the organisations Quality and Performance Management Framework
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration

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 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 Directorate
- Costing of projected / forecasted personnel models and the linkage thereof to remuneration and benefit models

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 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 field of responsibility

Requirements

Minimum qualifications:

- Minimum of **Bachelor Honours Degree/Postgraduate Diploma/ Professional Bachelor's Degree** and registration with relevant professional body where applicable

Experience:

- Minimum **10 years** of relevant 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 Position

Closing Date : **12 March 2021**

Enquiries : **Mr GR Masingi: 012 429 4606/**
Ms AI Mavhungu 012 429 3048

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

- Kindly supply your comprehensive curriculum Vitae
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you 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.
- We welcome applications from persons with disabilities
- Due to high volume of applications, communication will be limited to shortlisted candidates only.

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