

UNIVERSITY OF SOUTH AFRICA
DEPUTY REGISTRAR: STUDENT ADMINISTRATION AND SUPPORT SERVICES
(FIVE-YEAR CONTRACT)
(Ref: DepReg/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 e-Learning (ODeL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Deputy Registrar: Student Administration and Support Services.

Roles and responsibilities

The primary role of the Deputy Registrar is to support the Registrar in fulfilling the obligations placed on the Registrar by the Higher Education Act as well as the Statute of the University of South Africa.

Roles and responsibilities of the Deputy Registrar include:

- Reporting to the University Registrar - the appointee will oversee the following functions
 - student assessment administration
 - student admissions & registrations
 - graduations
 - student enquiries

Taking responsibility, under the supervision of the University Registrar, for the application and delivery of all the expected targets and outcomes, pertaining to this specific portfolio, as set out in the Open Distance and e-Learning (ODeL) 2016 – 2030 strategy. Participating and serving in all initiatives as determined by the Registrar.

Requirements

- A Master's degree or equivalent qualification.
- Minimum ten (10) years of relevant work experience with at least five (5) years in a relevant management role.

Skills/Knowledge and Competencies

- Understanding of applicable administrative systems within an Open Distance e-Learning environment
- Sound knowledge of academic rules, regulations and national legal and policy prescripts
- Extensive expertise in governance and administration
- Exceptional knowledge and skills in most of the following:
 - governance in a higher education environment
 - academic administration tools, systems and processes in a large and complex institution

- governance and administration and academic rules and regulations, including national legal and policy prescripts
- computer systems and operations and relevant organisational architecture
- transformation imperatives in higher education
- insights into the challenges facing higher education
- open distance learning
- leadership and management skills
- networking skills
- people skills and ability to foster collaboration
- verbal and written communication skills

Assumption of duties: As soon as possible
Salary : Remuneration is commensurate with the seniority of the position
Closing date : **31 May 2019**

Enquiries : **Warrior Talent (Fungai Mutize, 011 058 0030 / 011 075 2744 |Mobile:082 960 5235)**

Interested candidates should send a detailed covering letter indicating their suitability for the position, a detailed 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 <https://www.unisa.ac.za/vacancies>

Application can be forwarded by email to: [Fungai@warriortalent.co.za/](mailto:Fungai@warriortalent.co.za)
courtney@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.