

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

### **Key Responsibilities**

- Provide strategic advice on own area of responsibility to the Executive Dean of the College of Education, UNISA Management as well as other related areas as requested, through relevant consultation, conceptualization, formulation and tabling of proposals and recommendations for decision-making.
- Support College plans and implement strategies ensuring alignment with university objectives in the primary focus areas of:
  - Research, Innovation and Postgraduate Studies;
  - Teaching, Learning and Student Support;
  - Community Engagement.
- Assist the Executive Dean to oversee implementation of the academic plans in the college.
- Champion transformation in the college and the university aligned to the UNISA Transformation Charter and the vision of the university.
- Assist the Executive Dean to:
  - Provide leadership and guidance, monitor and advance employment equity, diversity and talent management;
  - Cultivate a collaborative and high performing College Management Team;
  - Establish a culture of collaboration, performance, accountability and stewardship through the IPMS aligned with UNISA Strategic Plan, the Transformation Charter and the Eleven C's + 1.
- Oversee the implementation of the Annual Performance Plan (APP) and the College Operational Plan.
- Review academic processes and ensure student centeredness.
- Develop an integrated strategy for corporate social responsibility in respect of economic, social and environmental areas in line with King IV and UNGC principles.
- Regularly review and enhance organisational architecture in line with institutional strategy and the Open Distance e-Learning (ODeL) model that charts synergies between technology, human capacities, processes, infrastructure and organisational culture.
- Assist the Executive Dean to:
  - Simplify, streamline, and optimize the College Program Qualification Mix (PQM);
  - Regularly review / develop relevant curricula to promote innovation and reinvigorate 'graduate-ness';
  - Review assessment processes for greater balance between formative, summative and alternative assessment;
  - Increase innovative research, research capacity and postgraduate supervision capacity

- Inculcate Multidisciplinary, Interdisciplinary and Transdisciplinary (MIT)) research, epistemologies, methods and programmes;
  - Redefine scope and extent of community engagement in the context of ODeL;
  - Create a conducive environment for persons living with disabilities;
  - Elevate interests and concerns of persons with disabilities in policy formulation, planning and management practices;
  - Initiate and develop integrated communication marketing activities to position the College of Education as a leading comprehensive ODeL college through Communication and Marketing Strategies.
- Develop and manage technology, processes and systems in line with the UNISA's Organisational Architecture.
  - Participate in aligning and finalizing the College Organizational Architecture (OA) with the approved ODeL model.
  - Manage Staff Members consistent with the Ubuntu principles of empathy, respect, care and support.
  - Practice sound Corporate Governance.
  - Conduct Regular reviews of programmes and modules;
  - Continual alignment with DHET policies
  - Drive ODeL programmes
  - Community engagements/successful implementation in relation to learning and research
  - Create enabling environment for students with disabilities
  - Oversee change and transformation
  - Oversee quality assurance of research, innovation, teaching and learning as well as community engagement;
  - Implement and maintain the integrated student support model
  - Review assessment processes for greater balance between formative, summative and alternative assessment
  - Implement the ODeL model
  - Leverage strategic partnerships to increase capacity in support of the Academic Plan
  - Build an enabling environment for community engagement in an ODeL context
  - Elevate interests and concerns of persons with disabilities in policy formulation, planning and management practices
  - Oversee the facilitation of teaching and learning
  - Leverage strategic partnerships to increase capacity in support of the Academic Plan

## Requirements

- Doctoral Degree
- Minimum 10 years relevant experience in Higher Education of which 5 years should be in management.

**Assumption of duties:** As soon as possible  
**Salary:** Remuneration is commensurate with the seniority of the position  
**Closing date:** **25 September 2020**  
**Enquiries:** **Mr. Godwin Murerwa at 011 764 1052/ 078 111 9007**

Application can be forwarded by email to: [godwin@skillplace.co.za](mailto:godwin@skillplace.co.za)

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 ([www.unisa.ac.za](http://www.unisa.ac.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.***