

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: REGISTRAR
DEPARTMENT: DEPUTY REGISTRAR: GOVERNANCE**

**POSITION: DIRECTOR: INSTITUTIONAL INFORMATION (P4),
(5-YEAR, FIXED; TERM CONTRACT)**

(Ref: DIR:II/REG/DRG/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 Distance e-Learning (ODEL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Institutional Information**.

The purpose of the position is to plan and direct the execution of the Institutional Information policies, strategies programmes and plans, systems processes and procedures, in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) business model and Unisa 2016-2030 strategy.

Key duties/responsibilities

Strategic Direction, Planning and Alignment

- Provide input in the development of the departmental strategy and communicate accordingly
- Drive and direct the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation
- Drive and direct the development and review of policies, processes, practices, procedures and systems
- Drive and direct the development of the directorate's annual performance review
- Forging relations with portfolios, regions, colleges and departments to ensure alignment with other institutional plans and processes
- Provide direction in the directorate's area(s) of specialisation

Operational Leadership and process Management

- Provide leadership regarding all the operations of the directorate from all perspective, which includes:
 - The effective provisioning of the promoting and monitoring of compliance with the conditions for the lawful processing of information in the custody of the University in accordance with the Protection of Personal Information Act (POPIA), the Promotion of Access to Information Act (PAIA) and other relevant legislation and standards e.g. European Union General Data Protection Regulations (EU GDPR)
 - Provision of advisory services pertaining to privacy governance complaints
 - Ensure effective provisioning of investigations of personal information breaches
 - Ensure effective provisioning of liaison and communication with the Regulator in the relation to Protection of Personal Information Act (POPIA) investigation
 - Ensure effective provisioning of investigations the management and facilitation of the institutions compliance and reporting in terms of the personal information breaches
 - Ensure effective provisioning of liaison and communication with Regulator in relation to POPIA investigation
 - Ensure effective provisioning of the management and facilitation of the institution's compliance and reporting in terms of the POPIA, the PAIA and other relevant legislation
 - Ensure effective adherence to POPIA Compliance Inspections (and those relating to other relevant legislation) within various business units of the University and issuing Compliance Inspection Reports
- Provide guidance, expertise and advice to Management and relevant Committees on trends, best practice and applicable policies and legislation
- Ensure that operations meets all goals, targets and timelines and creates value for the business and ensure credibility
- Manage the relationships and networks with internal and external stakeholders

Forecasting, Budgeting and Financial Management

- Compile and manage the directorates budget in line with the portfolio and Institutional budget
- Oversee and monitor directorates expenditure within budgeted parameters and reporting on variances periodically
- Direct and oversee the funding of functional operations and budgeted activities
- Manage the process of allocation of financial resources within the directorate
- Manage the function's resources sustainable in accordance with financial principles
- Authorise the procurement of the services of contractors, office stationery and equipment in alignment with budget

People Management

- Direct, mentor and empower employees and change within the directorate to promote high performance, optimal working environment, improving staff morale and cost effectiveness operation
- Drive a high performance culture by taking accountable for an effective and well-articulated performance management process
- Embed sustainability through a green Institution-wide culture
- Monitor the resources of the directorate through recruitment and filling of positions
- Ensure and monitoring that all staff in the directorate are trained, skilled, retained and that their expertise is optional applied
- Establish a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and ODeL 2016-2030 strategy
- Foster an organisational culture and climate that is ethics and value driven
- Direct implementation of the human resources policies, procedures and practices
- Builds a robust, effective leadership pipeline, succession and capacity

Governance and Reporting

- Monitor and report on progress against the directorate's strategic initiatives
- Monitor and report on legislative and statutory compliance as defined by government and professional bodies
- Promote sound institutional governance, and participate in institutional governance structures
- Managing the strategic relationships and networks with internal and external stakeholders
- Assuming accountability for the development and implementation of policies and procedures

Competencies

- Leading and deciding
- Create and conceptualising
- Adapting and coping
- Supporting and co-operating
- Interacting and presenting
- Analysing and Interpreting

Recommendations

- Knowledge and understanding of application of systems in a complex organisation will be added as an advantage

Requirements and Experience

- Minimum of relevant **Honours Degree** OR equivalent Higher Education qualification
- Minimum of **10 years** of relevant experience with at least **5 years** in a senior management role

Assumption of duty: As soon as possible

Salary : Remuneration is commensurate with the seniority of the of the position

Closing Date : **31 May 2019**

Enquiries : **Mr GR Masingi - 012 429 4604**

Interested candidates should send a detailed cover letter indicating their suitability for the position and a detailed comprehensive Curriculum Vitae.

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: banapp@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.