

**UNIVERSITY OF SOUTH AFRICA**

**PORTFOLIO: OFFICE OF THE PRINCIPAL AND VICE CHANCELLOR**

**DEPARTMENT: LEADERSHIP AND TRANSFORMATION**

**POSITION: DIRECTOR: LEADERSHIP SYSTEMS AND POLICIES (P4)  
(5-YEAR FIXED-TERM CONTRACT)**

**(Ref: D:LS&P/Leadership/GRM/2020)**

The University of South Africa (UNISA) is a 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 Director: Leadership Systems and Policies.

To plan and execute the Leadership Systems and Policies function in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODeL) model, the 2016-2030 strategy and the Integrated Transformation Strategy.

**Key duties/responsibilities**

**Key Performance Area 1 (20%): Strategic Direction and Alignment**

- Develop operational plan and KPIs in support of the departmental strategy in support of the institution's overall vision and strategy
- Execute the Directorate's operational plan and procedures to support the ODeL 2016-2030 Strategy
- Interpret policies to lower levels and ensuring alignment with Directorate's operational plan
- Develop and implementing a strategy and plan to review all systems and policies of the university to ensure alignment with the transformation agenda.

**Key Performance Area 2 (40%): Operational Leadership and Execution**

- Provide tactical and operational leadership regarding all operations of the Directorate from an overall perspective, which include:
  - Providing leadership regarding all the operations of the Directorate from an overall perspective
  - Ensuring that there is alignment between Unisa systems, such as the HR, Finance, ICTs, etc with ODeL business model
  - Facilitating technological change and other systems to realise the potential of open distance and e-learning pedagogies
  - Driving the implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- Championing a programme for rethinking systems and policies that would lead to the substantive social and cultural transformation of the university, including the higher education sector and the society at large.
- Ensuring that a culture supportive of Open Distance and e-Learning is created and maintained in all services.
- Keeping abreast of the external regulatory environment that governs the university e.g. Department of Higher Education, Science and Technology around systems and policies and acting accordingly.

### **Key Performance Area 3 (10%): 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
- Managing the process of allocation of financial resources within the Directorate
- Safeguarding the assets allocated to the Directorate

### **Key Performance Area 4 (10%): 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
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing the implementation of the human resources policies, procedures and practices
- Building a robust, effective talent and leadership pipeline, succession and HR capacity

### **Key Performance Area 5 (20%): Governance and Reporting**

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance
- 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
- Ensuring proper record keeping of all aspects within field of responsibility

### **Qualifications**

**Minimum Master's Degree** and registration with the relevant professional body where applicable. A registration for a PhD would be an advantage.

### **Experience**

Minimum 10 years of relevant Higher Education experience with at least 5 years' experience on managerial role.

### **Technical Competencies**

- Technology astuteness
- Corporate governance
- Department of Higher Education, Science and Technology (DHET) regulations and other relevant legislation
- Management principles, methodologies and tools
- Problem solving and root cause identification skills
- Acute business acumen and understanding of organizational issues and challenges
- Project management approaches, tools and phases of the project lifecycle
- organizational change management, transformation and implementation
- Knowledge of Tertiary Education Institutions

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the seniority of the Position.

**Closing Date:** 15 May 2020

**Enquiries:** Ms A Mavhungu - 012 429 3048 or Mr R Masingi- 012 429-4606  
**CV's must be sent to** [mavhuai@unisa.ac.za](mailto:mavhuai@unisa.ac.za)

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 (<http://www.unisa.ac.za/vacancies>)

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.***