

**PORTFOLIO: TEACHING, LEARNING, COMMUNITY ENGAGEMENT AND STUDENT
SUPPORT**

DEPARTMENT: ACADEMIC PLANNING

DIRECTORATE: PROGRAMME ACCREDITATION AND REGISTRATION (DPAR)

DIRECTOR: PROGRAMME ACCREDITATION AND REGISTRATION (DPAR)

(REF: DIRECTOR/DPAR/GRM/P4/2020)

The purpose of the job is to plan and direct the Programme approval, Accreditation and Registration functions in accordance with relevant legislation and in alignment with the Institution 2016-2030 strategy.

KEY PERFORMANCE AREAS

Strategic Direction and Alignment

- Participating in the development of the academic plan and model for academic services in the university.
- Providing input into the development of the departmental strategy and communicating accordingly.
- Driving and directing the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation.
- Driving and directing quality assurance activities within the programme accreditation function, promoting programme quality, integrity and credibility of the Unisa PQM
- Driving and directing the development and reviewing of policies, processes, practices, procedures and systems.
- Driving and directing the development of the directorate's annual performance review.
- Providing direction in the directorate's area(s) of specialisation.

Operational Leadership and Process Management

- Providing leadership regarding all the operations of the directorate from an overall perspective, which includes the:
 - management of the total approval process (internal and external) of qualifications, accreditation and registration of relevant academic programmes, inclusive of the:
 - adherence/incorporation of National and professional body standards, regulatory and accreditation requirements, site visits and reporting in collaboration with relevant role players
 - administering of the Programme Qualification Mix (PQM) and obtaining of external approval
 - verification that all regulations are adhered to prior to submission for accreditation in terms of content, exit levels, credits etc
 - management of the Academic Information Management System (AIMS) and the timeous capturing of the academic structure and qualifications
 - maintenance of relevant academic calendar matters
- Participating in Curriculum and Learning Development (team approach) where required.
- Analysing international and national trends and practises (with specific reference to

- applicability in an ODeL context) within the field of responsibility.
- Ensuring that a culture supportive of ODeL is created and maintained in all services.
- Ensuring that the directives and structure of programmes are aligned in order to ensure that programmes are approved, accredited and registered.
- Ensuring the efficient functioning of the Academic Information Management System (AIMS).
- Ensuring that legitimate and efficient quality-controlled processes regarding to Programme Accreditation and Registration are followed.
- Keeping abreast of the external regulatory environment that governs the university e.g. Department of Higher Education, South African Qualifications Authority and the Council on High Education and acting accordingly.
- Overseeing the implementation of qualification and module changes in the University.
- Ensuring the implementation of relevant quality mechanisms in the field of responsibility.
- Providing guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation.
- Driving the implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility.
- Managing the relationships and networks with internal and external stakeholders.
- Participating in relevant University committees (professional citizenship).

Budgeting and Financial Management

- Compiling and managing the functional budget in line with the portfolio and Institutional budget.
- Overseeing and monitoring functional expenditure within budgeted parameters and reporting on variances periodically.
- Directing and overseeing the funding of functional operations and budgeted activities.
- Managing the process of allocation of financial resources within the directorate.
- Embedding financial sustainability through a green Institution-wide culture.
- Managing the directorate's resources sustainably in accordance with financial principles.
- Authorising the procurement of the services of contractors, office stationery and equipment in alignment with budget.

People Management

- Directing, mentoring and empowering employees and change within the directorate to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Embedding sustainability through a green Institution-wide culture.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Monitoring the resourcing of the directorate through recruitment and filling of positions.
- Ensuring and monitoring that all staff in the directorate are trained, skilled, retained and that their expertise is optimally applied.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and institution's ODeL 2016-2030 strategy
- Fostering an organisational culture and climate that is ethics and value driven.
- Directing implementation of the human resources policies, procedures and practices.
- Builds a robust, effective leadership pipeline, succession and capacity.

Governance and Reporting

- Monitoring and reporting on progress against functional initiatives.
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies.
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums.
- Compiling reports on the Directorate's performance at the required intervals reflecting all relevant statistics.

Requirements

Qualification

- Minimum Masters' Degree in Education/Higher Education or appropriate field.

Experience

- Minimum **10 years** of relevant Higher Education work experience of which 5 years should be in management of Programme Accreditation and Registration
- At least **5 years** in a management role

Assumption of duty: As soon as possible

Salary: Remuneration will be commensurate with the seniority of the position

Closing date: **25 October 2020**

Enquiries: Ms Al Mavhungu

Send your applications to [**Mavhuai@unisa.ac.za**](mailto:Mavhuai@unisa.ac.za)

- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - ☐ all educational qualifications,
 - ☐ academic transcripts/records;
 - ☐ identity document; and
 - ☐ proof of SAQA verification of foreign qualifications
- ☐ The detailed advertisement together with the prescribed application form can be found on the Unisa website (www.unisa.ac.za/vacancies).
- ☐ The contact details of three contactable references must be provided, **one of which must be from your present employer**. Should you currently 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.**
- ☐ *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



All applications should reach UNISA before 16h00 on the closing date. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.