

**UNIVERSITY OF SOUTH AFRICA
EXECUTIVE DEAN: COLLEGE OF GRADUATE STUDIES
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: ED/CGS/GRM/2018)

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 Executive Dean: College of Graduate Studies.

About the College of Graduate Studies

The College of Graduate Studies (CGS) forms part of Unisa's Research, Postgraduate Studies, Innovation and Commercialisation Portfolio and comprises the School of Transdisciplinary Research Institutes, the School of Interdisciplinary Research and Graduate Studies, the Ethiopian Graduate Office and the Master's and Doctoral Administrative Department. Multi-, inter- and transdisciplinary research is at the core of all our activities, thereby providing a unique range of opportunities for honours, master's and doctoral research under high quality supervision.

Roles and responsibilities

An Executive Dean is an executive and accounting officer of a college. S/he is a member of the Extended Management Committee of the University, and is required to advance the strategic goals, academic objectives and the management philosophy of the University. The incumbent reports to the Vice-Principal: Research, Postgraduate Studies, Innovation and Commercialisation and provides strategic leadership to the College of Graduate Studies to ensure that the College functions in line with the overall vision and mission of Unisa. S/he also has to ensure that the College becomes a centre of excellence in graduate education with regard to research, innovation and commercialisation in South Africa and on the African continent.

The purpose of the position is to lead and champion the growth, development, quality, and continuation of graduate programmes and graduate education in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy. This is achieved by cultivating progressive academic and administrative policies related to graduate education.

The position further requires providing strategic leadership for the research institutes and endowed research chairs in the College in support of the research and innovation goals and objectives of the University.

Additional requirements include overseeing operations in the College of Graduate Studies and fostering collaborative relationships with UNISA colleges and external stakeholders serving/served by the graduate programmes.

The incumbent does so by:

- Positioning the College as a leading provider of quality distance graduate education programmes through an academic/professional product range that expands on its comprehensive character, growing DHET accredited research outputs, and increasing graduate student throughput.

- Leading and directing the development and implementation of the College Strategy and objectives in line with the Institution's Open Distance and e-Learning (ODEL) model and UNISA 2016-2030 Strategy and in accordance with relevant legislation
- Providing strategic leadership to the development of the Annual performance review as is required by the Department of Higher Education and Training (DHET)
- Providing strategic direction in the College's area(s) of specialization
- Providing leadership regarding all the operations of the College from an overall perspective, which include:
 - Leading the performance of multi-, inter- and transdisciplinary research through the research institutes and endowed research Chairs in the College
 - the full administration life cycle from application to graduation with regard to Postgraduate Diplomas, Honours, Masters and Doctoral students (Postgraduate administration services)
- Overseeing and actively promoting research within the College to increase the number of NRF-rated researchers and external research grant holders
- Promoting academic/professional leadership and citizenship through collaboration and sharing of knowledge within and outside of the University, and through membership of professional bodies
- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes
- Promoting sound governance principles through effective planning, maintenance of operating and service standards, management of compliance and risk and participating in institutional governance structures
- Managing strategic relationships and networks with internal and external stakeholders
- Human resources management

Requirements

- A relevant Doctoral Degree
- Minimum of ten (10) years' relevant work experience in Higher Education and academia of which at least 5 years should be in middle management role
- A proven track record in leading and guiding the acquisition of external research funds and/or grants
- A proven track record as a researcher with evidence of accredited peer-reviewed publications in the last 5 years

Highly recommended (optional)

- An NRF-rating

Knowledge & Competencies

- General management including knowledge of applicable policies and procedures
- Strategy development, monitoring and implementation
- Renowned academic – proven experience in, and proficient knowledge of all aspects of academic work, student and academic support and staff support
- Sound track record as an academic leader with proven experience and involvement in the management of Colleges, Faculties and / or Schools
- Knowledge of relevant legislation and policies particularly with regard to post graduate qualifications
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- Extensive knowledge of challenges facing higher education, specifically with regard to open distance and e-learning (ODEL)

Assumption of duty : As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position
Closing Date : **23 October 2018**
Enquiries : **Nosipho Moyo- Warrior Talent (011-058 0030/011-075 2744)**

Please send a Letter of Application, a completed application form, 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** (<http://www.unisa.ac.za/vacancies>)

Application can be forwarded by email to: **nosipho@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.