

UNIVERSITY OF SOUTH AFRICA
EXECUTIVE DEAN: COLLEGE OF HUMAN SCIENCES
(5-YEAR FIXED-TERM CONTRACT)
(Ref: ED:CHS/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 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 Human Sciences.

Main Outputs and purpose for this position.

To plan and provide high quality Open Distance e-Learning (ODeL) academic services in the field of Human Sciences (inclusive of tuition, learning, research, community engagement and student support) to all clients of Unisa, in accordance with relevant legislation and in alignment with the institution's Open Distance and e-Learning (ODeL) 2016-2030 strategy.

Key duties/Responsibilities:

Strategic Direction, Planning and Alignment

- Positioning the College as a leading provider of quality distance education programmes in the field of Human Sciences through an academic product range that expands on its comprehensive character, growing accredited research, and increasing throughput
- Lead and direct the development and implementation of the College strategy and objectives in line with the Institution's Open Distance and e-Learning (ODeL) 2016-2030 strategy and in accordance with the relevant legislation.
- Oversee and guide the development and implementation of the College's operational plans and KPI's in support of the function's strategy and the institutions overall vision and strategy
- Initiate, develop, implement and review policies, processes and programmes related to instructional matters, partnerships and general activities within the College
- Provide strategic leadership to the development of the annual performance review as is required by the Department of Higher Education and Training (DHET)
- Provides strategic direction in the College's area(s) of specialisation

Operational Leadership and Process Management

- Provide leadership regarding all the operations of the College from all overall perspective, which include:
 - the provision of support with the management of ODeL –focused tuition, learner support and community engagement in the College through the Office: Tuition and Learner Support
 - strengthen Unisa as a leading research institution and as the leading provider of the post graduate programmes through the Office: Graduate Studies and Research
 - the effective functioning of the schools in the college and ultimately the Colleges provisioning of academic formal and short learning programmes
 - the effective functioning of the Institute for Gender Studies
 - the effective functioning of the Research Institute for Theology and Religion
 - the effective functioning of Anthropology and Archaeology museum
- Proactively identifying, developing and deploying new, viable programmes in line with identified needs
- Exploring and promoting the development of multi-inter-and transdisciplinary programmes within the other Colleges, departments and stakeholders within the University
- Drive processes for the development of innovative teaching strategies, open distance e-learning methodologies and curriculum development and evaluation

- Drive measures to ensure the optimum accessibility of programmes and services with available resources
- Oversee the effective development of study material and guides the development of self-study programmes
- Drive actions to ensure the quality and relevance of study material by reviewing the Programme Qualification Mix (PQM) and all qualifications within the framework of changes/developments in legislation and government policy requirements
- Monitor the course offerings of the College and ensures effective and efficient resources allocation and scheduling
- Drive actions to ensure compliance with the legislative frameworks impacting on teaching, learning and research, including the standards set by the Council of Higher Education
- Analyse national , international and industry trends and developments and conceptualises research and academic plans in response thereto
- Oversee and actively promoting research within the College to increase NRF rated researchers and research grant holders
- Move research towards multi-inter, and transdisciplinary in order to increase collaboration and understanding of the social reality thereby enhancing the impact of the research on society
- Promote community engagement initiatives to the mutual benefit of communities and the university
- Promote academic leadership and citizenship through collaboration and sharing of knowledge within and outside of the University, and through membership of professional bodies
- Managing the strategic relationships and networks with internal and external stakeholders

Forecasting, Budgeting and Financial Management

- Directing and overseeing the funding of operations and budgeted activities within the College.
- Manage the College's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa.
- Providing leadership regarding the compilation and management of the budget for the College.

People Management

- Leading, mentoring and empowering employees and change within the College to promote high performance, optimal working environment, improving staff morale and cost effective operations.
- Fostering an organisational culture and climate that is ethics and value driven
- Builds a robust, effective leadership pipeline, succession and capacity
- Driving a high performance culture by taking accountability for an effective and well-articulated performance management process

Governance and Reporting

- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promote sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures
- Monitoring community engagement projects and reports status and progress on an ongoing basis

Requirements

- Doctoral Degree
- Minimum 10 (ten) years relevant experience in Higher Education and academia with at least two (2) years in middle management (Director role P4) preceded by at least three (3) years' experience in First Line Management (COD role)

Assumption of duty : As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position
Closing Date : **31 May 2019**
Enquiries : **Warrior Talent (Fungai Mutize, 011 058 0030 / 011 075 2744 |Mobile:082 960 5235)**

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** <https://www.unisa.ac.za/vacancies>

Application can be forwarded by email to: Fungai@warriortalent.co.za/
courtney@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.