

UNIVERSITY OF SOUTH AFRICA

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

**POSITION: EXECUTIVE DEAN: COLLEGE OF ACCOUNTING SCIENCES (P3)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: ED:CAS/TLE&SS/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 Director: College of Accounting Sciences.

The purpose of the position is plan high quality Open Distance e-Learning (ODeL) academic and professional services in the field of Accounting Sciences (inclusive of tuition, learning, community engagement, student, staff support and research) to all students and UNISA clients, in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODeL) model and 2016 – 2030 UNISA Strategy.

Key duties/responsibilities

Strategic Direction, Planning and Alignment

- Position the College as a leading provider of quality distance education programmes in the field of Accounting Sciences through an academic product range that expands on its comprehensive character, growing accredited research, and increasing throughput
- Leading and directing the develop and implementation of the College Strategy and objectives in line with the Institution's Open Distance and e-Learning (ODeL) Model and 2016 – 2030 UNISA Strategy in accordance with relevant legislation
- Overseeing and guiding the development and implementation of the College's Operational plans and Key Performance Indicators (KPI's) in support of the Strategy and the institution's overall vision and strategy
- Initiating, developing, implementing and reviewing policies, processes and programmes related to instructional matters, partnerships and general activities within the College
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)
- Providing Strategic direction in the Colleges area(s) of specialisation

Operational Leadership and process Management

- Providing leadership regarding all the operations of the College from an overall perspective, which include:
- The provisioning of support with the management of ODeL-focused teaching, learner support and community engagement in the college
- The strengthening of UNISA as a leading comprehensive research institution focussed provider of post graduate programmes in Africa
- Supports the university's community engagement policy by leveraging knowledge and skills in community development initiatives to the benefit of communities, thereby improving research teaching and learning for staff and students
- Ensures the identification of community needs that can be met by the College's expertise in Accounting Science
- The effective functioning of the Schools in the College and ultimately the College's provisioning of academic formal and short learning programmes
- The ensuring of high standards of excellence in all aspects of academic work through appropriate quality assurance and enhancement processes
- Proactively identifying, developing deploying new, viable programmes in line with identified needs

- Exploring and promoting the development of multi-, inter- and transdisciplinary programmes with other Colleges, departments and stakeholders within the university
- Driving processes for the development of innovative teaching strategies, open distance e-learning methodologies and curriculum development and evaluation
- Driving measures to ensure the optimum accessibility of programmes and services with available resources
- Overseeing the effective development of study material and study guides for the development of programmes
- Ensuring the quality and relevance of study material and by reviewing the Programme Qualification Mix (PQM) and all qualifications within the framework of changes/developments in legislation and government policies requirements
- Monitoring the course offerings of the College and ensuring effective and efficient resources allocation and scheduling of study materials
- Ensure compliance with the legislative frameworks impacting on teaching, learning and research, within the framework of standards set by Council of Higher Education
- Analysing national, international and industry development trends and conceptualising research and academic plans
- Overseeing and actively promoting research within the College to increase NRF rated research and researchers and research grants holders
- Moving research towards multi-,inter-, and transdisciplinary in order to increase collaboration and understanding of the social reality thereby enhancing the impact research on society
- Promoting community engagement initiatives to the mutual benefit of communities and the University
- Promoting academic leadership and citizenship through collaboration and sharing of knowledge within and outside of the University, through membership of professional bodies

Forecasting, Budgeting and Financial Management

- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting process
- Providing leadership regarding the compilation and management of the budget for the College
- Overseeing and monitoring the College's expenditure within budgeted parameters and report on variances periodically
- Directing and overseeing the funding of operations and budgeted activities within the College
- Overseeing and monitoring the maintenance of accurate financial records of all grants and contracts at all times, as well as the apportionment and expenditure of such funds

Human Resource Management

- Leading change management, mentoring and empowering employees within the college to promote high performance, optimal working environment, improving staff morale and cost effective operations
- Guiding and influencing strategic leadership in embedding the values and desired values and desired culture of the Institution in line with the Transformation Charter and ODeL model and UNISA 2016 – 2030 Strategy
- *Embedding sustainability through a green Institution – wide culture*
- Ensure high performance culture by taking accountability for an effective and well-articulated performance management process
- Monitoring the resourcing of the College through recruitment and filling of positions
- Monitoring that all staff and tutors are trained, skilled and that their expertise is optionally applied

Governance and Reporting

- Monitoring and reporting on progress against functional strategic initiatives
- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promoting sound governance principles through effective planning, maintenance of operating and services standards, management of compliance and risk and participating in institutional governance structures.

- Managing the strategic relationships and networks with internal and external stakeholders
- Monitoring community engagement projects and reports status and progress on an ongoing basis

Requirements and Experience

- A relevant Doctoral Degree
- Minimum of 10 years' relevant work experience in Higher Education and academia of which at least 3 years in a middle management role

Competencies/capabilities

Behavioural competencies

- Change Leadership/Management
- Leading and Supervising
- Political Savvy
- Strategic thinking
- Stakeholder Management
- Communicating (Oral and Written)
- Collaboration and Team work
- Achievement and Focused
- Innovation and creativity
- Rule orientation
- Problem solving
- Critical Analysis
- Resilience/perseverance/stress management
- Conflict management

Technical competencies

Knowledge, skills and abilities required for the successful accomplishment of the job, which include:

- General management including knowledge of applicable policies and procedures
- Strategy development, monitoring and implementation
- A renowned academic – proven experience in, and proficient knowledge of all aspects of academic work, student, academic 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
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions
- Sound knowledge and proven experience in curriculum development and transformation
- Extended knowledge of challenges facing higher education, specifically with regard to open distance and e-Learning (ODeL)
- Excellent interpersonal and communication skills

Assumption of duty: As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position.
Closing Date : **29 March 2019**
Enquiries : **Mr Fungai Mutize or Mr Courtney Chikowore at (011- 058 0030 Or 011- 075 2744)**

- 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 <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.