

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

**DEPARTMENT: ACADEMIC PLANNING**

**POSITION: EXECUTIVE DIRECTOR: ACADEMIC PLANNING  
FIVE (5) YEAR CONTRACT**

**(Ref: ED/AP/GRM/09-2021)**

Unisa is publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open Distance and e-Learning (CODeL) Institution offering a variety of academic and career - focused programmes. Unisa is inviting applications for the position of **Executive Director: Academic Planning**.

**Purpose of the Job**

**The purpose of this role is to strategic leadership with respect to the mandate of department and academic planning inclusive of the academic architecture and the calendar of the university.**

**Key Performance Areas:**

**KPA 1: Strategic Direction and Alignment**

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and ODeL Business Model
- Conceptualising, designing operational plans and KPI's in support of the portfolio's strategy and the institution's overall vision and strategy
- Leading the implementation of the departmental strategy, plans and procedures to support the ODeL 2016-2030 Strategy
- Developing the academic plan and model for academic services in the university
- Participating in the formulation of the University's Strategic Agenda for Community Engagement

**KPA 2: Conceptualisation, Leadership and Execution**

- Providing strategic and thought leadership regarding all operations of the department from an overall perspective, which include:
  - The provision of programme approval, accreditation, and registration services, inclusive of the:
    - management of the total approval process (internal and external) of qualifications, accreditation, and registration of relevant academic programmes
    - management of the Academic Information Management System (AIMS) and the timeous capturing of the academic structure and qualifications
    - maintenance of relevant academic calendar matters
  - The advocacy and rendering of community engagement and outreach services through the monitoring and coordination of community engagement projects
  - The ensuring of the optimal offering of Short Learning Programmes and concomitant administrative support by the Centre for Lifelong Learning

- Conceptualising, designing and implementing effective group and intergroup work and information systems
- Ensuring that a culture supportive of Open Distance and e-Learning is created and maintained in all academic offerings
- Overseeing the design of vocational, professional and general formative qualifications and the process to submit it for approval by the Senate and accreditation by the Council for Higher Education (CHE)
- Overseeing the review and formulation of the Programme Qualification Mix (PQM) on an ongoing basis to ensure continued alignment with CHE requirements
- Ensuring that all modules meet regulatory academic requirements, e.g. NQF levels and Notional Hour requirements and have an optimal mix in terms of relevance, cost, teaching input, success, throughput, and national importance.
- Researching the national and international environment in respect of all matters pertaining to academic planning and tuition to determine trends and new developments.
- 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 act accordingly
- Providing guidance, expertise and advice to Management on trends, best practice and applicable policies and legislation
- Managing the strategic relationships and networks with internal and external stakeholders.

### **KPA 3: Forecasting, Budgeting and Financial Management**

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically
- Directing and overseeing the funding of departmental operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles
- Embedding financial sustainability through a green Institution-wide culture
- Overseeing the effective management of third-stream revenue earned through the teaching of Short Learning Programmes

### **KPA 4: People Management**

- Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process
- Directing implementation of training and development programmes for staff, including personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of the human resources policies, procedures and practices
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives
- Fostering an organisational culture and climate that is ethics and value driven

### **KPA 5: Governance and Reporting**

- Monitoring and reporting on progress against departmental strategic initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Guiding the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)
- Identifying risks relating to the field of responsibility and develop mitigating strategies
- Documenting and reporting on departmental specific matters to internal and external stakeholders
- Ensuring proper record keeping of all aspects within field of responsibility

## **Requirements**

### **Qualification**

- PhD Degree in appropriate field and registration with relevant professional body where applicable
- Qualifications in Project Management, Systems Engineering and Actuarial Science will be an added advantage.

### **Experience**

- Minimum 10 years' relevant experience in Higher Education and academia with at least 5 years in a middle management role

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

**Salary: Remuneration is commensurate with the seniority of the of the position**

**Closing Date: 5 November 2021**

**Enquiries: Mr. Godwin Murerwa 011 764 1052 / 078 111 9007**

**Application can be forwarded by email to: [godwin@skillplace.co.za](mailto:godwin@skillplace.co.za)**

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- 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. Short-listed candidates will be required to prepare a presentation on the interview date.

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.

Recommended candidates might be subjected to competency assessment

*We welcome applications from persons with disabilities.*

***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***