

## ADVERTISEMENT

**UNIVERSITY OF SOUTH AFRICA**  
**EXECUTIVE DEAN: COLLEGE OF EDUCATION**  
**(5-YEAR FIXED-TERM CONTRACT)**  
**(Ref: ED: CEDU/GRM/2021)**

Unisa is a dedicated distance Higher Education institution which is funded by the Department of Education and Training in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODeL +) Institution, which offers a variety of academic and career-focused programmes. Unisa is inviting applications for the position of Executive Dean: College of Education.

### **Main Outputs and purpose for this position.**

To plan and provide high quality Comprehensive Open Distance e-Learning (CODeL) academic services in the field of Education (inclusive of tuition, learning, research, engaged scholarship and student support) to all the clients/stakeholders/students of Unisa, in accordance with relevant legislation and in alignment with the institution's Comprehensive Open Distance and e-Learning (CODeL) 2016-2030 strategy.

### **Key Duties/Responsibilities:**

#### **KPA 1: Strategic Direction, Planning and Alignment**

- Positioning the College as a leading provider of quality distance education programmes in the field of Education through an academic product range that expands on its comprehensive character, growing accredited research, and increasing throughput.
- Leads and directs the development and implementation of the College's strategy and objectives in line with the Institution's Open Distance and e-Learning (CODeL) 2016-2030 strategy and in accordance with the relevant legislation.
- Provides strategic leadership to the development of the annual performance review as is required by the Department of Higher Education and Training (DHET)

#### **KPA 2: Operational Leadership and Process Management**

- Provides leadership regarding all the operations of the College from an overall perspective, to include:
  - The provision of support with the management of CODeL –focused tuition, learner support and community engagement/engaged scholarship in the College through the Office: Tuition and Learner Support
  - Strengthens Unisa as a leading research institution and as the leading provider of the post-graduate programmes through the Office: Graduate Studies and Research
  - The enabling of an effective functioning of the schools in the College and ultimately the College's provisioning of academic formal and short learning programmes
  - The effective functioning of the Office of Teaching Practice
- Driving College activities 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.

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

- Directing and overseeing the funding of operations and budgeted activities within the College.
- Managing 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.

### **KPA 4: 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
- Building 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.

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

- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promoting 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**

- Doctorate Degree with a Senior qualification in Professional Education.
- Minimum 10 (ten) years relevant experience in Higher Education and/or academia with at least two (2) years in middle management preceded by at least three (3) years' experience as Head/Chair of Department.
- An Associate and/ Full professorship position is a recommendation

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

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

**Closing Date :**                **19 August 2022**

**Enquiries :**                      **Genevieve Michael**

**Application can be forwarded by email:** [unisa@talenting.co.za](mailto:unisa@talenting.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.***