

**UNIVERSITY OF SOUTH AFRICA**

**PORTFOLIO: REGISTRAR**

**DEPARTMENT: STUDENT ADMINISTRATION AND SYSTEM INTEGRATION**

**POSITION: DIRECTOR: GAUTENG REGION (P4) X1**

**(5-YEAR FIXED-TERM CONTRACT)**

**(REF: DRS\_G:SASI/R/AM/2025)**

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL+) institution offering a variety of academic and career focused programmes, Unisa is inviting applications for the position of **Director: Gauteng Region (P4)**.

Unisa is committed to accessibility and inclusivity, ensuring that all staff and students living with disabilities are provided with equitable opportunities, support, and environments that enable their full participation in academic and work life.

**Purpose for this position.**

To formulate and execute the plans of the Region's functions in line with the Unisa 2030 Strategy and CODEL+ Business Model.

**KEY PERFORMANCE AREAS (KPAs)**

**Key Performance Area 1: Strategic Direction and Alignment**

- Developing operational plan and KPI's in support of the portfolio strategy and the institution's overall vision and strategy.
- Executing the Region's operational plan and procedures to support the CODEL + 2030 Strategy.
- Interpreting policies and procedures to lower levels and ensuring alignment with the Region's Services Operational Plan.
- Interpretation and execution of the new Regional Model to promote academic excellence.

**Key Performance Area 2: Operational Leadership and Process Management**

- Providing tactical and operational leadership regarding all operations of the Region from an overall perspective, which include:
  - Oversee and monitor the implementation of the Regional Model and Regional plans.
  - Assist management in monitoring and ensuring that there is compliance within the Region with relevant legislation, policies, directives and / or

- prescribed procedures, as well as codes, standards, and guidelines subscribed to.
- Provide managerial leadership to ensure that quality assurance is addressed in the Region.
- Develop and disseminate information on best practices with regard to regional services.
- Collaborate with the relevant corporate departments and directorates and ensure compliance with relevant prescribed policies, protocols and service standards.
- Gives effect to the operational plans of other Directorates and Departments in the Region in support of the academic project e.g. counselling services, Library, ICT (all internal liaison departments).
- Support Regional office to address challenges experienced.
- Ensure that standards to enhance consistent uniform service and performance are adhered to.
- Enforce compliance to policies and procedures for the performance of functions in the Regional offices.
- Monitor and provide management information on the performance of Regional office.
- Plan and organize resources in a goal directed manner to ensure that high quality results are obtained.
- Ensure a cohesive approach with an optimally balanced allocation of available resources in accordance with prevailing priorities in Region.
- Coordinating the activities within the Region.
- Promoting intergroup collaboration.
- Conducting policy analysis relating to Higher Education.
- Leading the evaluation of the effectiveness of Institutional controls and present results to relevant Management Structures and Committees.
- Providing guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation.
- Fostering the relationships and networks with internal and external stakeholders.
- Facilitating the development of a smart campus.

### **Key Performance Area 3: Forecasting, Budgeting and Financial Management**

- Managing the Region's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa.
- Compiling and managing the Region's budget in line with the departmental budget.
- Directing and monitoring Region's expenditure within budgeted parameters and reporting on variances periodically.
- Managing the process of allocation of financial resources within the Region Office.
- Managing the function's resources sustainably in accordance with financial principles.
- Authorising the procurement of relevant services, equipment and materials
- Safeguarding the assets, infrastructure and fleet allocated to the Region.

- Facilitating strategic partnerships and alliances to promote third stream income.
- Management of contracts in the Region.
- Coordinating infrastructure projects.

#### **Key Performance Area 4: People Management**

- Ensuring and monitoring that all staff in the Region are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Ensuring a high-performance culture in the Region through taking accountability for an effective and well-articulated performance management process.
- Ensuring the 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 and employee relations procedures.
- Directing implementation of the human resources policies, procedures and practices.
- Building a robust, effective talent and leadership pipeline, succession and HR capacity.
- Full compliance to all HR policies and procedures.

#### **Key Performance Area 5 : Governance and Reporting**

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance.
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
- Ensuring the development, review, and implementation of policies and procedures.
- Compiling regular reports to Council, its committees and other relevant structures.
- Participating in the annual performance review.
- Identifying risks relating to the field of responsibility, develop and implement mitigating strategies.
- Documenting and reporting on directorate specific matters.
- Ensuring proper record keeping of all aspects within field of responsibility.
- Promote predictive modelling and data analytics for sound decision making.

#### **Qualifications and Experience**

- Minimum of Master's Degree, a PhD will be an added advantage.
- Minimum 10 years of relevant work experience with at least 5 years in a senior management role.
- Knowledge and experience of Higher Education Sector.

## Technical Competencies

- Advanced knowledge of administrative and student information systems (e.g., PeopleSoft, Oracle, integrated CRM platforms).
- Strong digital literacy, with the ability to use data analytics, dashboards, and reporting tools for decision-making.
- Familiarity with AI-driven student support systems (e.g., chatbots, early alerts, predictive analytics).
- Knowledge of IT governance, cybersecurity, and data protection (aligned to POPIA).
- Experience in technology-enabled service delivery, including multi-channel communication platforms (web, mobile, call centre).
- Competence in digital project management tools and online collaboration platforms (e.g., MS Teams, SharePoint, Trello).

## Core/Professional Competencies

- Corporate governance, compliance, and risk management.
- Financial management, planning, and resource allocation.
- Knowledge of DHET regulations, CHE accreditation, and SAQA registration processes.
- Strong understanding of Unisa policies, procedures, and regulatory frameworks.
- Leadership and people management, with experience in high-performance cultures.
- Change management, problem-solving, and root cause analysis.
- Project and programme management (methodologies, tools, lifecycle).
- Strategic and operational planning, with acute business acumen.
- Engaged scholarship, negotiation, and professional citizenship.

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

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

**Closing Date:** 19 September 2025

**Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.**

**Enquiries:** Mr. Godwin Murerwa – 078 111 9007/011 764 1052  
application can be forwarded by email to:  
[godwin@skillplace.co.za](mailto:godwin@skillplace.co.za)

Interested candidates should send a completed prescribed Unisa application form, a detailed cover letter indicating suitability for the position, an updated detailed comprehensive Curriculum Vitae, and certified 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.

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.

The domicile of the post, being the Regional Hub from which the incumbent will operate, will be determined by the institution in line with its strategic and operational requirements.

**The University values diversity and inclusion and welcomes applicants from all backgrounds. Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.**

