

**PORTFOLIO: REGISTRAR**

**DEPARTMENT: STUDENT ADMINISTRATION AND SYSTEMS INTEGRATION**

**DEPUTY REGISTRAR: STUDENT ADMINISTRATION AND SYSTEM  
INTEGRATION (P3) X1**

(Muckleneuk Campus)

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

**(Ref: DepReg/SASI/Reg/2024)**

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 **Deputy Registrar: Student Administration and System Integration P3**.

### **Purpose of the position**

To support the Registrar in fulfilling the obligations placed by the Higher Education Act as well as the Statute of the University of South Africa. To give leadership in the administration of the University, and to contribute advice across a wide and extensive network of internal institutional structures.

Overseeing core functions of applications for undergraduate and postgraduate students, maintaining student records, academic assessment and results and the awarding of degrees, ensuring the delivery of excellent administrative services to all prospective and registered students.

### **Requirements**

- Minimum of Master's Degree or equivalent qualification
- Registration with relevant professional body where applicable.
- Minimum of 10 years' relevant experience in Higher Education, in particular, the registrar's domain with knowledge in systems management
- At least 5 years' experience in middle management role.

### **KEY PERFORMANCE AREAS (KPAs)**

#### **KPA 1: Student Administration**

- Formulating and implementing CODEL aspects of the Learning and Teaching strategy which enhance the quality of the provision, ensuring full engagement of students and that the quality assurance of all provision is carried out in line with university policies.
- Establishing and ensuring the application of effective Student Management System, promoting student performance, enabling new areas of growth, and boosting student outcomes, incorporating:
  - Compliance - establishing policies, regulation, quality control guidelines and reporting requirements, they set out minimum standards, encourage best practice and hold education providers accountable for the training they provide.
  - Organisation - sorting student information into logical, user-centred, and accessible formats, SMS that can offer clearer perspectives on how students, staff and the institution as a whole and how they are faring.
  - Analysis – Organised data that is understandable and use their information to

- conduct an analysis to achieve business insight.
  - Communication - Provision of central node where student, staff and other third parties can exchange information (email, SMS or granting access to online portals)
  - Flexibility – System being flexible to adapt to the growing and changing needs for academics, amid competition.
- Streamlining Student Administration with a Student Management System
- Streamlining remote learning with Student Management System by centralising essential information and communication channels

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

- Student Record Management: Overseeing the storage and management of up-to-date student information, including personal details, contact information, academic records, attendance, and disciplinary history. Managing confidentiality and security of student records and sensitive information.
- Admissions and Registrations: Implementation of all policies and Senate rules and regulations in request of student admissions and registrations. Leading to put in place effective user-friendly technology that manages the admissions process by enabling the institution to receive and process applications, track application status, manage admission criteria, and enrol students into appropriate courses or programs.
- Ensuring optimisation of the workflow
- Academic Progress Tracking: Overseeing systems that enables colleges and administrators to track and monitor students' academic progress, including grades, transcripts, credits earned, and degree requirements.
- Ensuring systems are in place to support students with disability.
- Overseeing graduation processes, awarding degrees and diplomas during graduation ceremonies, degree audits, diploma distribution, and commencement ceremonies.
- Managing academic probation, suspension, and reinstatement procedures.
- Contributing advice across a wide and extensive network of internal institutional structures.
- Collaborating with other administrative offices, such as admissions, financial aid, and student services, to ensure coordinated support for students.
- Participating in institutional committees, task forces, and working groups related to academic administration.
- Overseeing administration of assessment processes (assignments and exams).
- Managing regional services and student affairs.

## **KPA 3: Resource Management Budget and People**

- Preparing and monitoring the annual budget of the Deputy Registrar's Governance Office
- Planning, managing, and reporting on the budget and expenditure.
- Managing procurement and payment within the budget, ensuring compliance with spending rules and reviewing and authorizing expenditure
- Motivating for additional budget if the need arises
- Designing and planning staffing structure to Office of the Deputy Registrar: Governance to ensure appropriate services are delivered.
- Recruiting, selecting and inducting staff.
- Managing performance.
- Managing staff training, development, coaching and mentoring
- Managing employment relations (grievance, discipline, and conflict resolution)
- Managing leave
- Ensuring a productive climate for staff, including nurturing of, and respect for, diversity
- Ensuring compliance with HR procedures and guidelines.

## **KEY COMPETENCY/CAPABILITIES**

- Understanding of applicable administrative systems within an Open Distance e-Learning environment
- Sound knowledge of academic rules, regulations, and national legal and policy prescripts
- Extensive expertise in governance and administration

- Exceptional knowledge and skills in most of the following:
- Governance in a higher education environment
- Academic administration tools, systems, and processes in a large and complex institution
- Governance and administration and academic rules and regulations, including national legal and policy prescripts.
- Computer systems and operations and relevant organisational architecture
- Transformation imperatives in higher education
- Insights into the challenges facing higher education.
- Open distance learning.
- Leadership and management skills
- Networking skills
- People skills and ability to foster collaboration.

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

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

**Closing Date :** 29 November 2024

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

**Enquiries:** **Mr. Enias Chingwe – 082 045 0264/011 047 0090** application can be forwarded by email to: [enias@skillplace.co.za](mailto:enias@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

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.***