UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: RESEARCH INNOVATION & COMMERCIALISATION

POSITION: DIRECTOR: RESEARCH SUPPORT (P4) X1
(Muckleneuk Campus)

(Ref: Dir/RM/R/MAV/2024)

UNISA is a publicly funded Higher Education Institution in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance eLearning (CODeL+) Institution, Unisa is inviting applications for the position of **Director: Research Support (P4).**

The main objective of this post is to plan, lead, tactically guide and maintain ongoing responsibility for the directing, implementing, and monitoring the provision of high-quality Research Support services. This includes managing support to researchers, budgets and grants, management information, support projects and programmes, and reporting as prescribed in relevant legislation and policies.

The incumbent will guide the implementation and maintenance of policies and procedures and ensure the mitigation of risks. The Director of Research Support will also manage partnerships with local and international research stakeholders.

The incumbent will also be responsible for the promotion of high standards of research integrity and ethics as defined in Unisa policies and research protocols.

KEY PERFORMANCE AREAS:

1. **Provide research support leadership.**
- Participate in the development and updating of Unisa's Strategies and Plans.
- Participate in the development and implementation of the Departmental Operational Plan.
- Lead the development and implementation of a directorate operational plan aligned with the departmental and portfolio operational plans.
- Monitor departmental initiatives to ensure business objectives are met.

2. **Lead and guide the management of a conducive research environment.**
- Support the creation and maintenance of a conducive research environment.
- Oversee the management of the daily operations and activities of the Directorate Research Support, including:
    - Research Budgets and Grants
    - Research Information and Systems
    - Research Support Projects and Programmes
    - Research Integrity and Ethics

3. **Effectively manage human resources, administration, and budgeting**
- Oversee the responsible utilisation of resources in the Directorate.
- Manage staff in the Directorate in accordance with policies, procedures, and legal requirements.
- Enhance the use of technology in the Directorate.
- Oversee the development, implementation, monitoring and reporting of research and directorate budgets.
- Ensure the application of effective ethics, risk and compliance procedures and practices.

4. **Facilitate change and transformation in the Directorate and promote service excellence.**

- Inculcate Unisa values in the Directorate.
- Ensure continuous quality improvement.
- Inculcate the improvement of service delivery as a transformation imperative.
- Ensure effective communication in the Research Management Directorate and with clients and stakeholders.
- Promote diversity and pluralism in staff and encompass equity and transformation imperatives.

5. **Practice Professional Citizenship**

- Enhance the functioning of Unisa and the Research Management and Administration profession.
- Participate actively in relevant University Committees
- Play a leading role in university research committees.
- Participate voluntarily in various college, university, and external committees.

Requirements
- A Master's degree
- At least 10 Years of experience in the higher education sector
- At least 5 Years of experience in a Research Management and Administration (RMA) position.
- A PhD would serve as an added strong recommendation.
- Membership of an RMA Professional Society would serve as an added strong recommendation.

Closing Date: **04 May 2024**

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**

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.*