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ACADEMIC POSITIONS

SCHOOL OF LAW

SENIOR LECTURER/LECTURER (REF: A47I0)

Duties: The incumbent will assume the responsibility of teaching, research and community engagement in the Department of Criminal Justice. The School of Law offers a Bachelor of Arts in Criminal Justice (BACRM), Honours and MA (CRM). The candidate is also expected to supervise Honours and Masters’ students. The incumbent will teach Criminology, Policing Studies and Human Rights in Policing.

Requirements: Requirements for the appointment at the level of Senior Lecturer: Doctoral degree in Criminology, Policing Studies or related field and a Masters’ degree in Criminology, Policing Studies or related field with an added requirement for Senior Lecturer/Lecturer below.

SCHOOL OF MANAGEMENT SCIENCES

DEPARTMENT OF PUBLIC AND DEVELOPMENT ADMINISTRATION

SENIOR LECTURER/LECTURER (REF: A312) LECTURER (REF: A306)

Duties: The incumbent will be required to teach undergraduate and postgraduate modules in Public Administration and Local Government Administration and supervise postgraduate students at Honours, Masters and Doctoral levels; coordinate and conduct research.

Requirements: The candidate for Senior Lecturer position must hold a PhD degree in Public Administration whilst a Lecturer must hold a Masters degree in Public Administration with added requirements for Senior Lecturer and Lecturer below.

SCHOOL OF HEALTH SCIENCES

DEPARTMENT OF BIOKINETICS, RECREATION & SPORT SCIENCE

SENIOR LECTURER/LECTURER (REF: A4009)

Duties: The successful candidate will teach undergraduate and postgraduate students, supervise undergraduate and postgraduate research and experiential training, initiate and conduct research, participate in departmental curriculum development/revision and community engagement projects and field work and provide departmental leadership.

Requirements: For appointment as a Senior Lecturer/Lecturer, candidates should be in possession of PhD/Master’s degree in Biokinetics/Recreation and Leisure with added requirements for Senior Lecturer/Lecturer below. The candidates will be required to participate in community projects and participate in Departmental administration work. Publication in peer reviewed journals will be a strong recommendation for appointment at a Lecturer level. Appointment as a Biokineticist requires registration with the Health Professions Council of South Africa (HPCSA).

DEPARTMENT OF PSYCHOLOGY

SENIOR LECTURER (REF: A142)

Duties: In addition to teaching a broad section of Psychology modules at both undergraduate and postgraduate levels, the incumbent will play an important role in the department’s research and postgraduate supervision, and community engagement. He/she will also be expected to assist in the coordination of professional training at a Lecturer level.

Requirements: The candidate must be in possession of a Doctoral degree in Psychology with added requirements of a Senior Lecturer below. The candidate must have experience in postgraduate supervision and community projects. In addition, he/she must be registered with HPCSA as Clinical/Counselling/Research Psychologist.

NON-ACADEMIC POSITIONS

SCHOOL OF LAW

LEGAL AID CLINIC

ASSISTANT HEAD-LEGAL AID CLINIC (REF: A013)

Duties: The successful candidate will be expected to help manage the activities of the Law Clinic, including strategic planning, overseeing, supervising staff attached to the Law Clinic, managing practical training of senior Law students as well as advising and representing the indigent communities in the area, thereby facilitating access to justice. He/she will further be expected to maintain and develop good relations with stakeholders in the Legal Profession and Government.

Requirements: The candidate should be an admitted attorney with at least LLB Degree coupled with five years’ experience in practice as well as certificate to appear in high courts. He/she should be registered with the Law Society.

NON-ACADEMIC POSITIONS

DEPARTMENT OF FINANCE

FINANCE MANAGER EXPENDITURE (P6) (REF: B004)

Duties: The Finance Manager Expenditure will be responsible for the control and administration of the Expenditure section within the University’s Financial activities. The responsibilities also include management payroll and liaison with the Human Resource Department on salary related matters, Creditor management, expenditure monitoring and analysis. Ensuring that monthly reconciliations are done and proper allocation of expenditure. Develop and maintain systems for management of expenditure. Work in conjunction with internal audit in the conduct of audits. The management of professional staff, their development, mentoring and motivation.

Requirements: Relevant Honours degree in commerce supplemented by at least 6 years related experience within the accounting environment of which 2 years must be in a management position. Higher education experience is essential. Moderate spread sheet and financial modelling skills, supervisory skills. In depth knowledge and very good understanding of the IFRS and other reporting regulations. Knowledge of ITS will be preferred.

FINANCE MANAGER INCOME (P6) (REF: B018)

Duties: The Finance Manager Income will be responsible for the control and administration of the Income section within the University’s financial activities. He/she will ensure strict control and compliance with policies is maintained and accurately report to the Head of Financial Services. The candidate must be in possession of a Doctoral degree in Accounting or Finance with added requirements for Senior Lecturer/Lecturer below. The candidate must also have experience in supervising student and other debtors, cash flow planning and management, investment management, revenue analysis and advice on programme viability. Working in conjunction with internal audit in the conduct of audits. The management of professional staff, their development, mentoring and motivation.

Requirements: Relevant Honours degree in commerce supplemented by at least 6 years related experience within the accounting environment of which 2 years must be in a management position. Higher education experience is essential. Moderate spread sheet and financial modelling skills, supervisory skills. In depth knowledge and very good understanding of the IFRS and other reporting regulations. Knowledge of ITS will be preferred.

FINANCE MANAGER ACCOUNTANT (P6) (REF: B340)

Duties: Responsible for the management accounting function. Includes planning, budgets and forecasts, interpreting financial results, capital expenditure programmes, management reporting systems and investment management and financial reporting. He/she must be in possession of a Bachelor’s degree in Accounting or Finance and have a minimum of 2 years experience within the accounting environment. Moderate spread sheet and financial modelling skills, supervisory skills. In depth knowledge and very good understanding of the IFRS and other reporting regulations. Knowledge of ITS will be preferred.

FINANCIAL AID, MANAGEMENT ACCOUNTING, REPORTING

MANAGEMENT ACCOUNTANT (P6) (REF: B340)

Duties: Responsible for the management accounting function. Includes planning, budgets and forecasts, interpreting financial results, capital expenditure programmes, management reporting systems and investment management and financial reporting. He/she must be in possession of a Bachelor’s degree in Accounting or Finance and have a minimum of 2 years experience within the accounting environment. Moderate spread sheet and financial modelling skills, supervisory skills. In depth knowledge and very good understanding of the IFRS and other reporting regulations. Knowledge of ITS will be preferred.

PROCUREMENT AND FLEET SERVICES

BUYER (P3) (REF: B13)

Duties: To purchase products and materials for the University according to policies and procedure. Understanding the role of Purchasing, risk and contract management, supplier contract and budgeting. Expediting and follow up of orders and perform ad hoc duties.

Requirements: Bachelor’s degree or three year Diploma in Commerce plus 3 years minimum experience in buying environment. Candidate must also have negotiation and people management skills. Have knowledge of MSWord and Spread Sheet. Knowledge of ITS will be preferred.

ACADEMIC ADMINISTRATION

COMMITTEE ADMINISTRATION

SENIOR ADMINISTRATIVE OFFICER (P6) (REF: B034)

Duties: Reporting to the Head, Committee Administration, the incumbent will plan, organize and administer the work of statutory and management committees. Compiling agendas, write minutes, write reports, compile and maintain decision registers and keep records of deliberations and resolutions. Plan and compile schedules of meetings and perform related responsibilities as assigned.

Requirements: A Bachelor’s degree or three year National Diploma with English as a subject, coupled with at least four years relevant experience is required. The successful candidate must have high computer literate and have a high level of English proficiency. In depth knowledge of administrative and clerical procedures and systems, excellent verbal and writing skills, attention to detail, good listening skills, ability to work under pressure and independently.

Closing date: 7 June 2013

For full details and how to apply: Visit www.univen.ac.za

Written Applications: The Director HR, University of Venda, Private Bag, X5050, Thohoyandou, 0950 or E-mail: HR@univen.ac.za

An equal opportunity employer committed to the principles of Employment Equity. Applicants not corresponded with within 2 months of the closing date, to please consider their application as unsuccessful. The University reserves the right not to make an appointment.