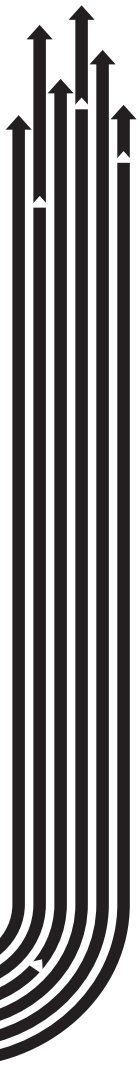




# IT ALL STARTS AT THE NORTH-WEST UNIVERSITY



## MAFIKENG CAMPUS

### CAMPUS REGISTRAR

(MC11147)

**Responsibilities:** • Manage the admissions process to ensure that only qualifying applicants in the right numbers are admitted • Ensure that students are registered in an efficient and cost-effective process • Ensure that the administration of formal examinations is conducted with integrity • Ensure that only and all qualifying students graduate • Ensure the security of student records in accordance with the file plan • Ensure that committee meetings on the campus are serviced professionally and that accurate minutes are maintained • Ensure that the file plan and style sheets are implemented on campus • Liaise with Institutional Legal Services department in reducing legal risk and co-ordinate contract formation with external bodies in assisting with litigious matters • Ensure that human resources operations are conducted in accordance with institutional policies and procedures • Ensure that management reports on human resources matters are provided • Support managers in conducting disciplinary, disability and grievance procedures of campus and liaise with the Institutional Office in respect of university hearings, CCMA and Labour Court matters • Ensure that protection services are managed effectively and efficiently on campus • Ensure that cost-effectiveness of provision is maintained by utilising technology • Ensure security risks are identified and reduced • Ensure that staff members are managed in terms of the performance management system of the University.

**Minimum requirements:** • BA degree, preferably in Law. Master's degree in Law will be a strong recommendation • Five years' experience in management in tertiary education • Knowledge of general administrative and management processes • IT systems knowledge • Knowledge of governance issues in higher education • Good communication skills • Team-building skills • Negotiation skills • Demonstration of language proficiency in order to function optimally in the various multilingual environments of the NWU.

**Enquiries:** Prof. M Davhana-Maselesele, 018 389 2005.

**Commencement of duties:** 1 August 2014 or as soon as possible thereafter.

**For Application Forms:** Contact the Human Capital Department at tel. 018 389 2336 or send an email to MC-Recruit@nwu.ac.za. Application forms are also available at Room 124, First Floor, Administration Building, Mafikeng Campus. Completed application forms must either be handed in at the Human Capital Department, Mafikeng Campus, or sent via email to MC-Recruit@nwu.ac.za, or faxed to 018 389 2560.

*The University subscribes to and applies the principles of the Employment Equity Act and is committed to transformation. All applications will be processed in terms of the Protection of Personal Information Act.*

### RECTORATE DEAN OF STUDENTS

(MC01106)

**Responsibilities:** • Reporting to the Campus Rector on the Mafikeng Campus • Rendering and supervising student services • Managing organised student and residence life, student training and development, sports and cultural activities • Ensuring improvement of the student experience and maximum participation in student activities • Managing and empowering the CSRC, guiding their effective functioning, participation in the management structures and execution of their duties • Managing the house parents and residence supervisors to ensure that the residences are a home away from home where there is an atmosphere that is conducive to learning • Managing diversity issues at student level, respect for human rights and the living of the University's do-values • Assuming accountability for the effective and responsible financial management of the budget of the department and all other accounts under the dean's control • Ensuring the effective management of student discipline relating to non-academic matters • Benchmarking with other higher-education institutions on matters relating to student affairs services in order to improve the functioning of the department and the rendering of student services.

**Minimum requirements:** • Master's degree in any relevant field • A valid driver's license • Doctorate in any relevant field • Experience in the management of transformation change in a multi-cultural environment • Experience at tertiary-education level in liaising with, facilitating and managing student organisations and student activities • Budgeting and financial-management experience • Ability to manage staff • Experience in managing student support services in higher education • Proficiency in MS Word, internet and GroupWise • Communication and problem solving skills • Ability to work in a multi-cultural environment • Conflict-management skills • Demonstration of language proficiency to function optimally in the various functionally multilingual environments of the NWU • Results orientation • Emotional maturity and resilience.

**Closing date:** 6 June 2014.

**Benefits:** Attractive study benefits as well as the normal fringe benefits apply.