

JOB DESCRIPTION

REFERENCE NUMBER: AP 596

JOB TITLE: Director: Internationalisation – 5-year contract

LOCATION: Ga-Rankuwa, Gauteng

BACKGROUND TO POSITION: The University is looking for a dynamic and astute Director: Internationalisation with a high-level business acumen to lead its internationalization function with a focus on increasing the reputation of the institution through engagement with international partners, institutions and government departments, through strong network capacity. S/he will report to the Deputy Vice-Chancellor: Academic and Research and must meet the requirements, competencies and be responsible for the key performance areas listed below.

KEY PERFORMANCE AREAS:

- Strategic development and execution in terms of engagement and reputation enhancement to leverage existing and new networks to raise the University's reputation and image
- Actively and deliberately manages the reputation of the University internationally using existing media channels and communication functions
- Monitors University's reputation and international standing through assessment methods and metrics, and reviews, evaluates and updates partnership standings
- Establishes new initiatives to increase participation in international exchange programmes and enhances exchange programs to ensure reciprocity
- Manage the development, implementation of review of SMU's Internationalisation Strategies to reflect as closely as possible SMU's overall strategic and research priorities
- Negotiates the funding of research programmes
- Has an awareness of current state of educational philanthropy and current funding priorities of the world leading foundations, and can identify partnerships locally and abroad to cultivate for networking and funding
- Establishes partnerships with funding bodies to allow local and international postgraduate students to study at the institution
- Nurtures existing relationships with other institutions, Universities South Africa (USAF) and

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government department such as Department of International Relations and Cooperation

- Creates and maintains professional, accessible and responsive channels targeted at international students and medical academies, and monitors movements of international students, staff and research and prepares reports to Department of Home Affairs on their movement
- Stays abreast of internationalization policies and procedures, and investigates local and international collaborative research opportunities
- Support project leaders by issuing briefs and reminders for proposal development, when needed and edit and write, if necessary, funding proposals emanating from the Office of the Vice-Chancellor and Schools and oversee their completion
- Generic management responsibilities such as people management (including performance management), budget/asset/financial management and health and safety management;
- Monitoring, evaluation and reporting
- Perform duties as the employer may from time to time assign
- Actively contributes to a healthy SMU culture of impeccable ethics, sound governance and accountability

INHERENT CRITERIA:

- A relevant Master's degree. A Masters degree in International Studies would be an added advantage.
- Eight (8) years minimum experience in the higher education sector, which includes experience in conducting research, liaising with governance committees, other tertiary institutions, government- and international stakeholders
- Included in the 8 years' experience, three (3) years' exposure in a leadership capacity is required
- Experience in higher education is required
- Proven track record in a research environment, and excellent understanding of foundations/funding agencies and their interface with the higher education environment
- Experience in Institutional Advancement will be an advantage

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- ICT knowledge and proficiency (MS Office Suite)
- Valid driver's licence

COMPETENCIES:

- Technical/ professional knowledge and skill
- Strategic decision making and problem solving
- Excellent interpersonal skills and displaying above average communication skills (written and spoken) with solid report writing skills
- Strong stakeholder relations
- Personal impact, stature and credibility with unquestionable integrity
- Ability to work independently
- High work ethic and standards
- Client service orientation
- Negotiating
- Action orientated
- Facilitating change
- Strong interpersonal relations, collaboration and teamwork

APPLICATION REQUIREMENTS:

Candidates will need to provide:

- A full curriculum vitae
- An abbreviated (no more than two pages) curriculum vitae
- A self-evaluation of your suitability for appointment
- Your vision for the portfolio
- The names and contact details of at least three referees (provided that the University reserves the right to appoint and consult its own referees)
- An indication in writing that you accept the applicable Appointment Regulation and Procedure of the University (this can be a sentence in your cover letter).
- Original Certified copies of all your educational qualifications including your matric / Grade 12 Certificate
- Proof of SAQA verification of foreign qualifications (if applicable)
- Original Certified copy of your ID

To apply please forward your application quoting reference number **AP596** to Genevieve Michel c/o **inter@talenting.co.za**