

JOB DESCRIPTION

REFERENCE NUMBER: AP1013

JOB TITLE: Executive Dean: College of Accounting Sciences (CAS) – 5 Year Term

LOCATION: Pretoria (UNISA Main Campus)

BACKGROUND TO POSITION: UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL +) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Executive Dean: College of Accounting Sciences.

The purpose of this position is to provide leadership in high quality Comprehensive Open Distance e-Learning (CODEL) academic and professional services in the field of Accounting Sciences to all students and UNISA clients, in accordance with relevant legislation and in alignment with the Institution's Comprehensive Open Distance and e-Learning (CODEL) model and 2016-2030 UNISA Strategy.

KEY PERFORMANCE AREAS:

Key Performance Area 1: Strategic direction and alignment:

1. Positioning the College as a leading provider of quality distance education programmes in the field of Accounting Sciences through an academic product range that expands on its comprehensive character, growing accredited research, and increasing throughput.
2. Leading and directing the development and implementation of the College Strategy and objectives in line with the Institution's Open Distance and e-Learning (ODEL) model and 2016-2030 UNISA Strategy and in accordance with relevant legislation.
3. Overseeing and guiding the development and implementation of the College's Operational plans and Key Performance Indicators (KPI's) in support of the Strategy and the

JOB DESCRIPTION

- institution's overall vision and strategy.
4. Initiating, developing, implementing, and reviewing policies, processes and programmes related to instructional matters, partnerships, and general activities within the College.
 5. Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET).
 6. Providing strategic direction in the College's area(s) of specialisation.

Key Performance Area 2: Operational Leadership and Process Management:

Providing leadership regarding all the operations of the College from an overall perspective, which include:

- The provisioning of support with the management of ODeL-focussed teaching, learner support and community engagement in the College.
- The strengthening of UNISA as leading comprehensive research institution focussed provider of post graduate programmes in Africa.
- Supports the university's community engagement policy by leveraging knowledge and skills in community development initiative to the benefit of communities, thereby improving research, teaching, and learning for staff and students.
- Ensures the identification of community needs that can be met by the College's expertise in Accounting Science.
- The effective functioning of the Schools in the College and ultimately the College's provisioning of academic formal and short learning programmes.
- The ensuring of high standards of excellence in all aspects of academic work through appropriate quality assurance and enhancement processes.
- Proactively identifying, developing, and deploying new, viable programmes in line with the identified needs.
- Exploring and promoting the development of multi-, inter- and transdisciplinary

JOB DESCRIPTION

programmes with other Colleges, departments and stakeholders within the University. Driving processes for the development of innovative teaching strategies, open distance e-learning methodologies and curriculum development and evaluation.

- Driving measures to ensure the optimum accessibility of programmes and services with available resources.
- Overseeing the effective development of study material and study guides for the development programmes.
- Ensuring the quality and relevance of study material and reviewing the Programme Qualification Mix (PQM) and all qualifications within the framework of changes/developments in legislation and government policy requirements.
- Monitoring the course offerings of the College and ensuring effective and efficient resource allocation and scheduling of study materials.
- Ensure compliance with the legislative frameworks impacting on teaching, learning and research, within the framework of standards set by the Council of Higher Education.
- Analysing national, international and industry development trends and conceptualising research and academic plans.
- Overseeing and actively promoting research within the College to increase NRF rated researchers and research grant holders.
- Moving research towards multi-, inter-, and transdisciplinary to increase collaboration and understanding of the social reality thereby enhancing the impact of research on society.
- Promoting community engagement to the mutual benefit of communities and the University.
- Promoting academic leadership and citizenship through collaboration and sharing of knowledge within and outside of the University, and through membership of professional bodies.

JOB DESCRIPTION

Key Performance Area 3: Forecasting, Budgeting and Financial Management:

1. Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes.
2. Providing leadership in the compilation and management of the budget for the College.
3. Overseeing and monitoring the College's expenditure within budgeted parameters and report on variances periodically.
4. Directing and overseeing the funding of operations and budgeted activities within the College.
5. Overseeing and monitoring the maintenance of accurate financial records of all grants and contracts at all times, as well as the apportionment and expenditure of such funds.

Key Performance Area 4: Human Resource Management:

1. Leading change management, mentoring and empowering employees within the College to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
2. Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and CODEL model and UNISA 2016-2030 Strategy.
3. *Embedding sustainability through a green institution-wide culture.*
4. Ensure high performance culture by taking accountability for an effective and well-articulated performance management process.
5. Monitoring the resourcing of the College through recruitment and filling of positions.
6. Monitoring that all staff and tutors are trained, skilled and that their expertise is optimally applied.

Key Performance Area 5: Governance and Reporting:

1. Monitoring and reporting on progress against

JOB DESCRIPTION

- functional strategic initiatives.
2. Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies.
 3. Promoting sound governance principles through effective planning, maintenance of operating and service standards, management of compliance and risk participating in institutional governance structures.
 4. Managing the strategic relationships and networks with internal and external stakeholders.
 5. Monitoring community engagement projects and reports status and progress on an ongoing basis.

INHERENT CRITERIA:

Qualification:

A relevant Doctoral Degree.

Experience:

- Minimum of 10 years' relevant work experience in Higher Education and academia of which at least 3 years in a middle management role.
- A proven academic record and reputation as scholar in the field of accounting / accountancy.
- Demonstrated experience in, and expert knowledge of, teaching and learning,
- Sound track record as an academic leader with proven experience and involvement in the management of colleges, faculties and/or schools,
- Knowledge and insight into the challenges facing higher education,
- Knowledge of open distance e-learning,
- Excellent interpersonal and communication skills.

APPLICATION REQUIREMENTS:

- Detailed cover letter indicating your suitability for the position
- A detailed comprehensive VC
- Recently certified copies of all educational qualifications
- Recently certified copy of your ID

JOB DESCRIPTION

- Proof of SAQA verification of foreign qualifications
- At least 3 contactable references, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

To apply please forward your application quoting reference number **AP1013** to Genevieve Michel c/o at: unisa@talenting.co.za