

JOB DESCRIPTION

REFERENCE NUMBER:	AP1014
JOB TITLE:	Executive Dean: College of Education – 5 Year Term
LOCATION:	Pretoria (UNISA Main Campus)
BACKGROUND TO POSITION:	UNISA is a dedicated distance Higher Education institution which is funded by the Department of Education and Training in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL +) Institution, which offers a variety of academic and career-focused programmes. UNISA is inviting applications for the position of Executive Dean: College of Education. To plan and provide high quality Open Distance e-Learning (ODEL) academic services in the field of <i>Education</i> (inclusive of tuition, learning, research, community engagement and student support) to clients of UNISA, in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) model and 2016-2030 UNISA Strategy.
KEY PERFORMANCE AREAS:	Key Performance Area 1: Strategic Direction, Planning and Alignment: 1. Positioning the College as a leading provider of quality distance education programmes in the field of <i>Education</i> through an academic product range that expands on its comprehensive character, growing accredited research, and increasing the throughput. 2. Leads and directs the development and implementation of the College's strategy and objectives in line with the Institution's Open Distance and e-Learning (CODEL) 2016-2030 strategy and in accordance with the relevant legislation. 3. Provides strategic leadership to the development of the annual performance review as is required by the Department of Higher Education and Training (DHET).

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Key Performance Area 2: Operational Leadership and Process Management:

1. Providing leadership regarding all the operations of the College from an overall perspective, to include:
 - the provision of support with the management of ODeL-focussed tuition, learner support and community engagement in the College through the Office: Tuition and Learning Support,
 - strengthens the UNISA as a leading research institution and as the leading provider of post graduate programmes through the Office: Graduate Studies and Research,
 - the enabling of an effective functioning of the schools in the College and ultimately the College's provisioning of academic formal and short learning programmes,
 - the effective functioning of the Office of Teaching Practice.
2. Driving College activities to ensure the quality and relevance of study material by reviewing the Programme Qualification Mix (PQM) and all qualifications within the framework of changes/developments in legislation and government policy requirements.

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

1. Directing and overseeing the funding of operations and budgeted activities within the College.
2. Managing the College's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA.
3. Providing leadership regarding the compilation and management of the budget for the College.

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Key Performance Area 4: People Management:

1. Leading, mentoring and empowering employees and change within the College to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
2. Fostering an organisational culture and climate that is ethics- and value-driven.
3. Building a robust, effective leadership pipeline, succession, and capacity.
4. Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.

Key Performance Area 5: Governance and Reporting:

1. Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies.
2. Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in Institutional governance structures.
3. Monitoring community engagement projects and reports status and progress on an ongoing basis.

INHERENT CRITERIA:

Qualification:

Doctoral Degree with a Senior qualification in Professional Education.

Experience:

Minimum 10 years' relevant experience in Higher Education and academia with at least two (2) years' experience in middle management (Director role P4) preceded by at least three (3) years' experience in First Line Management (COD role).

An Associate and/Full Professorship position is a recommendation.

Knowledge, skills and abilities required for the successful accomplishment of the job, which

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include:

- General management (including knowledge of applicable policies and procedures),
- Strategy development and implementation,
- A noted academic-proven experience in, and proficient knowledge of all aspects of academic work, student, and academic support,
- Sound track record as an academic leader with proven experience and involvement in the management of colleges, faculties and/or school,
- King IV Report on corporate governance,
- Knowledge of relevant legislation,
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions,
- Sound knowledge and proven experience in curriculum development and transformation,
- Proficient knowledge and insight into challenges facing higher education, specifically with regard to open distance and e-learning (ODEL),
- MS Office applications.

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,
- 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 **AP1014** to Genevieve Michel c/o at: unisa@talenting.co.za