

JOB DESCRIPTION

REFERENCE NUMBER:	AP1040
JOB TITLE:	Executive Dean: College of Law (5 Year Fixed-Term Contract)
LOCATION:	Pretoria
BACKGROUND TO POSITION:	The University of South Africa (UNISA) is a publicly 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. University of South Africa (UNISA) is a publicly is inviting applications for the position of Executive Dean: College of Law.
MAIN OUTPUTS AND PURPOSE FOR THIS POSITION:	To plan and provide high quality Comprehensive Open Distance e- Learning (CODEL) academic services in the field of Law (inclusive of tuition, learning, research, engaged scholarship and student support) to all clients of the University of South Africa (UNISA) in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy.
KEY PERFORMANCE AREAS:	KPA 1: Strategic Direction, Planning and Alignment • Positioning the College as a leading provider of quality distance education programmes in the field of Law through an academic product range that expands on its comprehensive character, growing accredited research, and increasing throughput. • Leading and directing the development and implementation of the College's strategy and objectives in line with the Institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy and in accordance with relevant legislation. • Overseeing and guiding the development and implementation of the College's operational plans and KPIs in support of the function's strategy and the institution's overall vision

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and strategy.

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

KPA 2: Operational Leadership and Process Management

- Providing leadership regarding all the operations of the College from an overall perspective, which include:
 - the provision of support with the management of ODeL-focussed tuition, learner support and engaged scholarship in the College through the Office: Tuition and Learning Support,
 - the strengthening of the University of South Africa (UNISA) as a leading research institution and as the leading provider of post graduate programmes in Africa through the Office: Graduate Studies and Research,
 - the effective functioning of the Institute for Dispute Resolution in Africa (IDRA),
 - 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

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deploying new viable programmes in line with identified needs.

- Exploring and promoting the development of multi-, inter- and transdisciplinary 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 guiding the development of self-study programmes.
- Driving actions 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.
- Monitoring the course offerings of the College and ensuring effective and efficient resource allocation and scheduling.
- Driving actions to ensure compliance with the legislative frameworks impacting on teaching, learning and research, including the standards set by the Council of Higher Education.
- Analysing national, international and industry trends and developments and conceptualising research and academic plans in response thereto.
- Overseeing and actively promoting research within the College to increase NRF rated researchers and research grant holders.
- Moving research towards multi-, inter-, and transdisciplinary in order to increase collaboration and understanding of the social reality thereby enhancing the impact of research on society.
- Promoting community engagement initiatives

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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.
- Overseeing the provision of legal advice and court representation to poor and unfortunate members of the community through the Legal Aid Clinic.

KPA 3: Forecasting, Budgeting and Financial Management

- Formulating strategic forecast costs, which are factored into the Portfolio and Institutional budgeting processes.
- Providing leadership regarding the compilation and management of the budget for the College.
- Overseeing and monitoring the College's expenditure within budgeted parameters and report on variances periodically.
- Directing and overseeing the funding of operations and budgeted activities within the College
- 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.

KPA 4: People Management

- Leading, mentoring and empowering employees and change within the college to promote high performance, optimal working environment, improving staff morale and cost-effective operations,
- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and ODeL 2016-2030 Strategy.
- Embedding sustainability through a green Institution-wide culture.
- Driving a high-performance culture by taking accountability for an effective and well-

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articulated performance management process.

- Monitoring the resourcing of the College through the recruitment and filling of positions.
- Monitoring that all staff and tutors are trained, skilled and that their expertise is optimally applied.

KPA 5: Governance and Reporting

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

INHERENT CRITERIA:

Qualifications

- Minimum of an LLD degree or equivalent Higher Education qualification.

Experience

- Minimum of 10 years' experience in Higher Education and academia of which at least 5 years in a management role.

APPLICATION REQUIREMENTS:

- A Letter of Application
- A completed UNISA application form
- A comprehensive CV
- An abridged CV
- Names and contact details for at least 3 contactable referees, one of which must be from your present employer. If currently unemployed, a contactable reference from your previous employer must be provided.
- Certified copies of matric and degree certificates and Identity Document

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- Proof of SAQA verification of foreign qualifications, where relevant

To apply please forward your application quoting reference number **AP1040** to Genevieve Michel c/o edeandlaw@talenting.co.za