

JOB DESCRIPTION

REFERENCE NUMBER:	AP1040
JOB TITLE:	Executive Dean: College of Law (5 Year Fixed-Term Contract)
LOCATION:	Pretoria
BACKGROUND TO POSITION:	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 University of South Africa (UNISA) is a publicly, 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

JOB DESCRIPTION

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 University of South Africa (UNISA) as a publicly 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

JOB DESCRIPTION

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

JOB DESCRIPTION

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-

JOB DESCRIPTION

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

JOB DESCRIPTION

- Proof of SAQA verification of foreign qualifications, where relevant

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