

JOB DESCRIPTION

REFERENCE NUMBER:	AP1045
JOB TITLE:	Executive Director: Tuition Support and Facilitation of Learning P3 (5 Year – Fixed Term Contract)
LOCATION:	Pretoria
BACKGROUND TO POSITION:	University of South Africa (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 Director: Tuition Support and Facilitation of Learning. Purpose of the job: To conceptualise, design and facilitate the execution of the department's strategy and architecture in line with the UNISA 2016-2030 Strategy and CODEL Business Model.

KEY PERFORMANCE AREAS:	KPA 1: Strategic Direction and Alignment • Conceptualising and designing the departmental strategy whilst taking cognisance of the institutional strategy and the CODEL Business Model. • Conceptualising, designing operational plans and KPIs in support of the portfolio's strategy and the institution's overall vision and strategy. • Leading the implementation of the departmental strategy, plans and procedures to support the CODEL 2016-2030 Strategy. • Participating in the development of the University's plan and model for tuition support and facilitation of learning services (in support of academic renewal, improved student success, improving graduateness, promoting social relevance and ensuring institutional responsiveness to national developmental imperatives).
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JOB DESCRIPTION

KPA 2: Conceptualisation, Leadership and Execution

- Providing strategic thought leadership in all operations of the department from an overall perspective, which includes:
 1. The rendering of instructional support services, inclusive of the:
 - provision of effective instructional programmes,
 - provision of academic and allied professional staff development services,
 2. The rendering of curriculum development and transformation services, inclusive of the:
 - provision of modules and curriculum design services,
 - provision of building capacity for new and current academics and allied professional employees,
 - management and coordination of the submission of study (academic) material.
 3. The rendering of highly professional language editing and translation services in the university's languages of teaching and learning and other institutional documents, inclusive of the:
 - provision of languages services,
 - provision of translation services (such as the translation of study guides, tutorial letters and ad hoc documents).
- Conceptualising, designing, and implementing effective group and intergroup work and information systems.
- Conceptualising and ensuring the implementing of University Teaching and Learning Development, the use of Open Education Resources (OERs) and Massive Open Online Courses (MOOCs) in teaching and learning.
- Ensuring that a culture supportive of Open Distance and e-Learning (CODEL) is created

JOB DESCRIPTION

- and maintained in all services.
- Ensuring the implementation of the conceptual framework for student learning and support as approved.
- Researching the national and international environment in respect of all matters pertaining to tuition support and facilitation of learning to determine leading trends and new developments.
- Keeping abreast of the external regulatory environment that governs the university e.g. Department of Higher Education, South African Qualifications Authority, and the Council on Higher Education and acting accordingly.
- Providing guidance, expertise, and advice to management on a formal and informal basis in respect of matters pertaining to tuition support and facilitation of learning.
- Managing the strategic relationships and networks with internal and external stakeholders.

KPA 3: Forecasting, Budgeting and Financial Management

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA.
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget.
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically.
- Directing and overseeing the funding of departmental operations and budgeted activities.
- Managing the function's resources sustainably in accordance with financial principles.

JOB DESCRIPTION

KPA 4: People Management

- Monitoring and ensuring that all staff in the department is orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources.
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process.
- Directing implementation of training and development programmes for staff, including personal development plans (PDPs).
- Establishing a positive, healthy, and safe work environment and culture in accordance with the Transformation Charter.
- Directing implementation of the human resources policies, procedures, and practices.
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives.
- Fostering an organisational culture and climate that is ethics and value driven.

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against Departmental strategic initiatives.
- Monitoring and reporting on legislative and statutory compliance.
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
- Guiding the development and implementation of policies and procedures.
- Compiling regular reports to Council, its committees, and other relevant structures.
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET) .
- Identifying risks relating to the field of responsibility and develop mitigating strategies.
- Documenting and reporting on departmental specific matters to internal and external

JOB DESCRIPTION

stakeholders.

INHERENT CRITERIA:

Qualification

- Minimum of Doctorate Degree with a related discipline in the College.

Experience

- Minimum 10 years' relevant experience in Higher Education and academia with at least 5 years' in a middle 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.
- Proof of SAQA verification of foreign qualifications where relevant.

To apply please forward your application quoting reference number **AP1045** to Genevieve Michel c/o edtuition@talenting.co.za