

JOB DESCRIPTION

REFERENCE NUMBER:	AP1064
JOB TITLE:	Regional Director: Eastern Cape Region (5 Year Fixed-Term Contract)
LOCATION:	East London
BACKGROUND TO POSITION:	UNISA is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive Open Distance and e-Learning (CODEL) Institution offering a variety of academic student support programmes. Unisa is inviting applications for the position of Regional Director: Eastern Cape Region.
PURPOSE FOR THIS POSITION:	The purpose of this position is to direct and oversee the execution of policies, strategies, programmes, plans, systems processes and procedures in the Region, in accordance with relevant legislation and alignment with the strategic objectives of the Institution. This position will ensure efficient and effective facilitation of learning and thus, through academic and student support to students, improve the throughput and retention rate of all students registered with the institution.
KEY PERFORMANCE AREAS:	KPA 1: Strategic Direction and Alignment • Driving and directing the development of the Region's operational plans and objectives in line with portfolio strategy, in accordance with relevant legislation. • Driving and directing the development and reviewing of policies, processes, practices, procedures and systems. • Forging relations with portfolios, other regions, colleges, departments and other units to ensure alignment with institutional plans and processes. • Inform and advise UNISA on Regional opportunities and needs, educational developments and relevant political, social and economic changes in the region and or foreign country (in the case of a regional office outside RSA), both in the short and long term.

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KPA 2: Operational Leadership and Process Management

- Providing leadership regarding all the operations of the Region from an overall perspective:
 - The provision of Academic Support services,
 - The provision of Facilities Support services,
 - The provision of Regional services,
 - The provision of Student Administrative services.
- Providing guidance, expertise and advice to Management on trends, best practices and applicable policies and legislation to the relevant Committees.
- Ensuring that regional operations meet all goals, targets and timelines, and creates value for institutional credibility.

Regional Services

- Conducting a regional needs assessment for support services.
- Directing regional quality processes including organisational performance, projects and programmes.
- Managing the provision of a quality learning experience for all students including students with disabilities in the country, in order to enhance access, retention and throughput by providing relevant quality learner support services.

KPA 3: Forecasting, Budgeting and Financial Management

- Compiling and managing the Region's budget in line with the portfolio and institutional budget as well as monitoring expenditure and reporting on variances periodically.

JOB DESCRIPTION

KPA 4: People Management

- Directing, mentoring and empowering employees and change management within the Region to promote high-performance, optimal working environment and improve staff morale and cost-effective operations.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and CODEL 2016-2030 strategy.

KPA 5: Governance and Reporting

- Overseeing development and submission of internal and external reports, assessment and evaluation of programmes and initiate improvements.
- Recommending, overseeing, developing and implementing student services policies, procedures and practices which foster and promote student learning and success.
- Monitoring and reporting on legislative and statutory compliance as defined by government.
- Promoting sound institutional governance and assuming accountability for the development and implementation of policies and procedures for all business processes.

TECHNICAL COMPETENCIES

- Teaching, learning and research
- Open Distance and electronic Learning (CODEL)
- Computer Literacy
- Facilitation of learning
- Administrative systems
- Human Resources
- Operations management
- Higher Education and Training
- Strategic Management

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BEHAVIOURAL COMPETENCIES

- Change Leadership/Management
- Leading and Supervising
- Strategic thinking
- Stakeholder management
- Communicating (oral and written)
- Problem solving
- Intergenerational and diplomatic sensitivity

INHERENT CRITERIA:

Qualifications

- Minimum a Master's Degree or equivalent.

Experience

- A minimum of 10 years' work experience in the relevant field with at least 5 years in a management position.

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 **AP1064** to Genevieve Michel c/o regdir@talenting.co.za