

JOB DESCRIPTION

REFERENCE NUMBER:	AP1106
JOB TITLE:	Vice-Chancellor and Principal (5 Year-Fixed Term Contract)
LOCATION:	Kimberley
BACKGROUND TO POSITION:	The Vice-Chancellor is an accomplished academic and leader with proven strategic vision, wisdom, determination and demonstrated experience in executive leadership within an academic environment. The University's second Vice-Chancellor will be stepping down, having built on an excellent foundation laid by his predecessor. The next phase, post the third big-infrastructure development phase, is not only exciting and challenging for the University, but also full of opportunity and reward for future students and employees alike. The Council of Sol Plaatje University seeks to appoint its third Vice-Chancellor – an individual who is an accomplished academic and leader with proven strategic vision, wisdom, determination and demonstrable experience in executive academic management. <i>The commencement date for the position is January 2026.</i>
ANTICIPATED KEY PERFORMANCE AREA:	• Execute and give expression to the expansion plans of the University, in line with the Strategic and Enrolment Plans, which embraces; a) Positioning the University optimally in relation to local and regional government, the private sector and civil society; b) Providing visionary overall academic leadership in shaping and expanding curriculum (to ensure that it remains relevant to the developmental aspirations of the country and the unique challenges of the Northern Cape, and providing innovative mechanisms to establish Sol Plaatje University as the intellectual home for the advancement of all its citizens as

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well as the upliftment of the regional ecosystem), while ensuring good governance, accountability and financial sustainability, including the development of diverse streams of income, with a proven track record on effectively engaging potential donors, and the private sector.

- Lead, inspire, and develop the senior management team, while holding them accountable.
- Ensure that the requisite governance structures, policies and responsive systems are in place for:
 - a) High levels of student success and involvement;
 - b) Dedicated commitment to effective teaching and learning, enabled by technology;
 - c) Active engagement in research aligned with SPU's mission as a comprehensive University; and
 - d) Human resource capacity development and performance management.

DUTIES AND RESPONSIBILITIES:

1) Strategy Development and Execution

- Provide strategic leadership and management of the University.
- Ensure the development and establishment of strategic and operational plans which support the vision, mission and strategic objectives of the University.
- Responsible for the implementation of the University's mission, vision, values and strategic priorities decided upon by Council and Senate.
- Strengthen the co-operative Communication and Marketing strategy of the University.
- Interact with external partners, including government, local and international universities, alumni, business and local communities, and donors (fundraising).
- Promoting transformation and quality assurance.
- Performance of various representative and ceremonial functions.
- Embed an institutional and performance

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culture that supports the implementation of the SPU mission, vision, values and strategic priorities; and

- Oversee the induction of all new and current SPU staff on SPU vision, mission, values and strategic priorities.

2) Resource and Operations Management

- Promote integrated administration and process management that supports the attainment of the SPU mission, vision, values and strategic priorities.
- Constitute an effective two-way interface between the governance functions of Council and the management of the university as well as that of its core academic and operational functions.
- Foster open and participatory internal governance through the committee system; and
- Increasing the resources available to the University through fundraising and innovation management.

3) Policy and Procedure Development

- Oversee new policy and procedure development and implementation process across the University; and
- Oversee the review of current policies and procedures and develop new policies and procedures where necessary.

4) Transformation

- Drive and lead transformation at the University.
- Ensure conducive relations and effective communication with staff, students and recognised labour unions.
- Ensure participation in stakeholder engagement processes to develop the Integrated Transformation Plan.
- Champion the code of ethics, social justice, excellence and fairness with integrity as a core value.
- Lead by example through a transparent, ethical, participative and inclusive leadership style to promote transformation.
- Ensure the interests and concerns of persons with disabilities and women in policy

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formulation, planning and management practices.

- Monitor and advance employment equity; and
- Establish a culture of collaboration, performance, and accountability.

5) Academic Plan: Teaching and Learning

- Oversee the development and implementation of the SPU Academic Plan.
- Ensure that SPU take an integrated and learning-centred approach to the education of its students.
- Oversee the development of an appropriate PQM and the necessary programme accreditation applications.
- Oversee the development and implementation of the SPU Enrolment Plan.
- Oversee the provisioning of access to teaching resources, spaces and infrastructure to support learning.
- Oversee access to student academic development and support, etc.; and
- Oversee the availability of quality infrastructure to support the academic project.

6) Academic Plan: Research

- Oversee the development of a rigorous and accessible scholarship culture at SPU.
- Oversee the building and strengthening of SPU's research capacity, aligned to its mission and vision and ensuring that research is being stimulated and championed in all disciplines of the University.
- Oversee the process of attracting, developing and retaining of research-active academic staff.
- Oversee the process for the provisioning of research infrastructure; and
- Commercialisation of research.

7) Community engagement including partnerships and collaborations

- Lead in producing high-value linkages and partnerships with other institutions, organisations and communities.
- Facilitate the processes of exchanging and transferring knowledge, expertise and

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experiences between SPU and community development initiatives.

- Further develop existing and build new multi-stakeholder partnerships with communities, civil society, government and business; and
- Greater collaboration in identified areas between the University and its communities in Kimberley and surrounding areas, is affected.

8) Institutional Advancement

- Oversee and monitor the implementation of the strategic and business plans for the following portfolios:
 - a) Advancement
 - b) Fundraising
 - c) Marketing and communication
 - d) Donor stewardship
 - e) Alumni affairs; and
 - f) Community engagement.

9) Audit, Risk Management and Quality Assurance

- Audit:
 - a) Oversee the development, implementation and review of SPU's Internal Audit Strategies.
- Risk Management:
 - a) Oversee the identification and avoidance of all risk elements within the University's activities;
 - b) Ensure risk reporting; and
 - c) Oversee the implementation of plans for identified risks.
- Quality Assurance:
 - a) Promote innovation in the academic, operations and general administration across the University; and
 - b) Oversee the development and implementation of the quality assurance system to meet both internally set standards and the requirements of relevant external bodies.

10) Safety, Health and Environmental Management

- Responsible for section 16 (1) obligations assigned by OHS Act; and

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- Ensure compliance with SHE policies and procedures.

11) Resource Management: Human Resources

- Lead, manage and develop direct reports.
- Review structures for its appropriateness to assist the VC's Office in achieving its strategic priorities.
- Develop the VC's Office workforce plans together with HR to ensure adequate resource planning, budgeted and are aligned to transformation targets.
- Provide oversight in the recruitment and selection process for direct reports.
- Support the achievement of equity targets and the transformation of the institutional culture.
- Oversee the induction and probation of all new staff.
- Drive performance contracts and regular reviews for all staff.
- Provide oversight in the training of all staff on performance management process and system.
- Implement performance contracts for all staff and ensure regular reviews.
- Drive the staff development conversations and development plans.
- Develop a training budget for training needs.
- Drive and promote sound employment relations.
- Human resource administration.
- Manage staff leave as per SPU policy; and
- Sign off relevant documentation needed.

12) Resource Management: Budget and Finance

- Oversee the development of the department's Budget and provide sound financial management.
- Prepare and report on:
 - a) Annual staffing,
 - b) Operating budget; and
 - c) Capex.
- Manage expenditure according to the approved annual budget; and
- Asset management.

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13) Monitoring, Evaluation and Reporting

- Oversee the effective implementation of reporting systems within the University.
- Monitor organisational health indicators, identify problem/concern areas and communicate to relevant stakeholders.
- Identify trends and issues in Portfolio Areas and communicate to relevant stakeholders.
- Develop relevant reports as and when required; and
- Submit additional reports/data as required by legislation and/or the University.

DESIRED CHARACTERISTICS:

- An outstanding leader, inspirational, strategic and innovative, with an understanding of the importance of working in collaboration and partnership with staff, students and external partners, deeply committed to academic excellence and the success of the individuals and communities we serve.
- High level communication skills and a collaborative leadership approach, with in depth self- awareness and proven ability to empower staff.
- The vision and passion to create a life-changing and truly transformational student experience, inclusive of graduate employability and industry engagement.
- An unquestionable track record of integrity, resilience, openness and honesty with a strong and demonstrable commitment to equality and social mobility throughout the institution.
- Politically astute with a sound understanding of, and ability to influence, SA higher education policies, or evidence of an ability to quickly develop such an understanding.
- An understanding of developments in the higher education arena locally in South Africa, and further afield; and
- The confidence and courage to take well-considered risks, drawing on the expertise of the University and its stakeholders, including members of Council.

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REQUIREMENTS:

Minimum qualification(s) and experience

- A doctoral degree and eligibility to meet the requirements for a full or associate Professorship at Sol Plaatje University, with at least five to eight years' experience as a Deputy Vice-Chancellor, Executive Dean or similar senior executive position within the Higher Education (HE) sector.
- A proven track record of leadership and credibility at an executive level within the academic environment, backed by at least ten (10) years' experience in the HE sector.
- Extensive knowledge and a thorough understanding of the South African HE legislation (including associated industry practices, and other regulatory frameworks).
- Proven academic stature, encompassing teaching and learning experience, research and stakeholder engagement that has earned the respect of fellow academics.
- A bold, visionary and energetic leader with a strong public presence, integrity and tenacity who can act decisively when required to do so.
- An individual with a keen understanding of, and the capabilities to ensure, good governance, accountability and the financial sustainability of a dynamic and rapidly expanding university; and
- A person who is analytical and reflective by nature and respected for participatory leadership and management.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.
- SAQA evaluation certificates for qualifications obtained outside of South Africa

To apply please forward your application quoting reference number **AP1106** to Genevieve Michel c/o shireen1106@talenting.co.za