

JOB DESCRIPTION

REFERENCE NUMBER:	AP1110
JOB TITLE:	Executive Director: People Management and Engagement (5 Year – Fixed Term)
LOCATION:	Alice
BACKGROUND TO POSITION:	The University of Fort Hare since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, <i>Towards a Decade of Renewal, 2022-2026</i> is critical in steering the future of this iconic institution. <i>A Decade of Renewal, Be a part of it!</i> The Executive Director for People Management and Engagement is accountable to lead and direct the strategy implementation of three support directorates i.e. Human Resources, GBV Prevention & Gender Diversity, and Marketing & Communications.
KEY PERFORMANCE AREAS:	KPA 1) Govern & Direct the People Management & Engagement Executive Portfolio • Play a key role in shaping the overall strategic direction of the institution. • Govern the implementation of policies and strategies agreed by Council / Senate. • Promote the institution's reputational profile through networks & partnerships. • Provide oversight, leadership & guidance to units under the area of responsibility. • Play a key role in the executive/governance committees. • Direct the leadership resources as per structure. • Monitor achievement of the unit's strategic plan. KPA 2) Medium to Long-term Conceptualisation and Visioning • Formulate and review the strategy aligned with the University vision and mission. • Approve the implementation of structures, resources and systems. • Collaborate with senior stakeholders in

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- strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

KPA 3) Strategic Financial Business Planning & Budgeting

- Conduct long-term financial projections and planning.
- Allocate and re-allocate funds and resources based on portfolio need and requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from the executive committee.
- Exercise prudent budgetary control.
- Approve large payments, asset procurement and services.
- Monitor cash flow management.
- Report on financial and budgetary objectives/plans.

KPA 4) Organisational Leadership Management

- Plan leadership talent, succession and development based on strategy.
- Direct preventative and mitigation strategies for anticipated talent risks.
- Recruit, select and appoint a leadership team based on the approved Resource Plan.
- Build and direct the leadership team in portfolio structure.
- Manage performance aligned with the Performance Management System.
- Direct talent competence, skills and performance levels aligned with the strategy.
- Submit a succession and development plan progress reports to senior leadership.

KPA 5) Strategic Relationship Development

- Participate in key institutional policy and decision-making bodies.
- Develop and foster partnerships with local and international academic institutions.
- Engage with industry / government stakeholders aligned with business area.
- Participate in related industry forums.

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KPA 6) Institutional Marketing & Communications Leadership

- Conceptualise and direct marketing and communication strategies.
- Approve marketing and communications policies, procedures and standards.
- Approve media policies, procedures and standards.
- Approve marketing and communication initiatives in conjunction with governance / executive committee.
- Accountable for institutional marketing and communication function.
- Accountable for the institution's public relations and media aligned with its goals.
- Accountable for risk mitigation to brand damage on related issues.
- Accountable for student marketing and recruitment strategy and goal achievement.
- Accountable for strategic issues, perception and reputation management.
- Accountable for strategic stakeholder management and engagement including internal and external representatives.
- Govern and direct strategic press releases and media communications.
- Report on the effectiveness of marketing and communication plan implementation versus strategic goals.

KPA 7) Institutional Gender Based Violence & Gender Diversity Leadership

- Remain abreast of GBV related legislation, developments and best practices within the HE sector and beyond.
- Conceptualise GBV initiatives aligned with the institution's strategic goals.
- Approve programmes for GBV for the institution.
- Collaborate with senior stakeholders on GBV initiatives and programmes.
- Provide strategic direction and advice to institutional leaders on GBV.
- Monitor the impact of GBV programmes and provide feedback to leadership.
- Provide metrics on programmes to senior leadership for decision making.

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KPA 8) Institutional Transformation Leadership

- Remain abreast of the institution's transformation requirements.
- Draft the transformation plan in conjunction with key stakeholders.
- Obtain approval for the transformation strategy.
- Propose fundamental changes related to transformation processes and technology to the Exco / Council.
- Obtain approval for changes to transformation plans and policy amendments.
- Direct the transformation goal achievement through the HR succession planning, recruitment and selection processes, supplier management etc.
- Approve reporting mechanisms and metrics to assess plan vs actual.
- Sign-off on legislated reports relating to transformation.
- Attend conferences and industry forums relating to transformation.
- Monitor implementation of the institution's transformation goal.
- Report on the status of the transformation plan.
- Prepares transformation results and statistics for inclusion in annual institution's reports.

KPA 9) Institutional Human Resources Leadership

- Remain abreast of HR related legislation, developments and best practices within the Higher Education sector and beyond.
- Govern strategic and institutional HR related risks.
- Approve HR programmes in conjunction with governance/executive committees.
- Provide HR advice / input to governance/executive committees.
- Direct the institution's HR function.
- Monitor progress against approved HR strategies and programmes.
- Monitor the delivery of HR value proposition to the institution's stakeholders.
- Report and present HR audit reports to governance / executive committee of the

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institution for decision making.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Masters degree in Human Resources Management or Industrial Psychology.
- A Doctoral degree may be an added advantage.
- A Professional Registration or Licence with the Health Professions Council of South Africa (HPCSA) and South African Board of People Practises (SABPP) is advantageous.

Minimum Experience

- A minimum of 12 years' experience with 10 years proven record of people management, engagement and communication (HR, communication and stakeholder engagement) and 5 years' experience at senior / general / executive management level.

Additional Skills and Knowledge

- Extensive knowledge of people management, communication and stakeholder engagement.
- Management of cross-functional disciplines.
- Knowledge of resource management processes.
- Understanding and knowledge of legal and regulatory requirements applicable to the function under management and HE sector.
- Must have previously demonstrated knowledge in management of GBV-related issues.

APPLICATION REQUIREMENTS:

- A letter of motivation outlining how you meet the requirements.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application Form. Click on the link below to download:
<https://www.executivetalenting.co.za/wp-content/uploads/UFH-JOB-APPLICATION-FORM-1.pdf>
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation

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certificate from SAQA.

To apply please forward your application quoting reference number **AP1110** to Genevieve Michel c/o carmen1110@talenting.co.za

The University reserves the right NOT to make an appointment at this stage. University of Fort Hare is an equal opportunity and affirmative action employer. Pursuant to complying with the Employment Equity Act No.55 of 1998, when appointing preference will be given to applicants from designated groups whose appointments will contribute towards achievement of equitable demographic representation of our workforce profile.

Incomplete applications will not be considered!