

JOB DESCRIPTION

REFERENCE NUMBER:	AP1112
JOB TITLE:	Dean of Faculty: Science and Agriculture (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 our iconic institution. <i>A Decade of Renewal, Be a part of it!</i> Reporting to the DVC: Teaching & Learning, the Dean of Faculty: Science and Agriculture provides intellectual and academic leadership and is accountable for all Faculty Programs, Research, Academic Administration & Community Engagement initiatives aligned with the institutional strategic plan & goals. The purpose of the role is to: ○ Provide intellectual and academic leadership within the faculty. ○ Be responsible for the overall academic, research and administrative management of the entire faculty. ○ Ensure programmes offered by the faculty comply with institutional and national regulatory frameworks (e.g. CHE; SAQA; Professional bodies; DHET PQM) and are academically and financially viable. ○ Take overall responsibility for improving and enhancing research activities, funding and outputs of the faculty. ○ Provide leadership in facilitating the integration of community engagement with teaching, learning and research. ○ Serve on various committees representing the faculty, including the Senate; and Chairs of the faculty board and committees. ○ Take responsibility for ensuring the faculty is compliant with all University and faculty rules, policies and procedures. ○ Propose an appropriate budget and take responsibility for its disbursement; raise funding for faculty initiatives and ensure the financial sustainability and growth of the faculty.

JOB DESCRIPTION

- Take responsibility for the strategic management of the faculty in accordance with the University's strategic plan which includes networking and management of processes and people and the associated administration.
- Assume responsibility for the optimal provision and deployment of human resources in the faculty; overseeing staffing matters including development, performance appraisal and discipline of staff; and serve as line manager to Heads of Departments, Schools or Centres in the faculty.
- Oversee the requisition and provision of adequate physical space, equipment, consumables, security, maintenance and library resources required by the faculty.
- Produce faculty strategic, operational and other plans, and reports timeously and submit as requested by University structures.
- Provide leadership in positioning the faculty regionally, nationally and internationally with regards to research, teaching and learning, and community interaction, while achieving prudent financial management.
- Perform any other functions delegated by the Deputy Vice-Chancellor and the Vice-Chancellor.

KEY PERFORMANCE AREAS:

KPA 1) Lead & Direct the Faculty of Science and Agriculture

- Provide input into strategy aligned with vision & mission & goals of the University.
- Lead & monitor the implementation of policies & strategies agreed by Council / Senate.
- Promote the institution's reputational profile through networks & partnerships.
- Provide oversight, leadership & guidance to departments, centres & institutes in the faculty.
- Play a key role in governance committees.
- Direct the leadership resources as per structure.
- Provide regular feedback to senior stakeholders on plan implementation.

JOB DESCRIPTION

KPA 2) Strategic Financial Business Planning & Budgeting for the Faculty of Science and Agriculture

- Oversee financial projections & planning.
- Allocate & re-allocate funds & resources based on portfolio needs & requirements.
- Identify & fill funded academic job posts.
- Propose financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from governance committee(s).
- Exercise prudent budgetary control.
- Approve large payments, assets procurement & services within approved budget/levels of authority.
- Monitor cash flow management.
- Report on financial & budgetary objectives/plans.

KPA 3) Faculty HR Leadership Management

- Align faculty structures & human resource processes to enable the University's Strategy & Goal achievement.
- Plan leadership talent, succession and development based on strategy.
- Direct preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a team based on the approved Resource Plan.
- Develop the expertise of staff through overseeing implementation of professional development plans.
- Direct talent competence, skills & performance levels aligned with strategy & institutional academic goals.
- Submit succession & development plan progress reports to senior leadership/governance committees.

KPA 4) Strategic Relationship Development

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

JOB DESCRIPTION

KPA 5) Faculty Academic Programme Development & Quality Management

- Lead the development of new unique niche programmes for the faculty.
- Lead the review & consolidation of existing programmes to address duplication, low enrolments, as per Senate recommendations/ Professional Bodies/ PQA.
- Review modules to address content duplication and credits as per Senate recommendations; and to align all faculty modules with University's Module Principles, Procedures and Rules.

KPA 6) Faculty Research and Innovation Profile Management

- Lead the strengthening of the Research & Innovation profile of the faculty.
- Facilitate & monitor Research Grant applications & successful funding received.
- Facilitate & monitor faculty NRF Ratings.
- Monitor the number of new and active Research MOA/MOU's registered in the University's partnership database.

KPA 7) Faculty Enrolment and Staff Development

- Lead faculty enrolment & staff development.
- Oversee the planning of the annual faculty calendar.

KPA 8) Faculty Academic Administration and Student Life Cycle Management

- Accountable for the Faculty Student Academic Administration.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Doctoral degree in a discipline/specialisation relevant to the faculty.

Minimum Experience

- A minimum of 7 years' experience in higher education with at least 5 years of senior academic management and administration experience.
- Eligibility for appointment at Associate Professor/ Full Professor level.
- Substantial academic stature and a

JOB DESCRIPTION

successful ongoing track record of excellence in research, postgraduate supervision and teaching (undergraduate and postgraduate) commensurate with the academic rank level.

Added Advantages

- An extensive academic leadership experience at HOD level.
- A track record of national & international research publications within rank of Professor
- Postgraduate supervision experience, inclusive of Doctoral supervision.
- Evidence of successful national & international fund raising for research.
- Highly rated NRF and established scholar in a field of research in a given field of study.
- Has built extensive & collaborative network nationally & internationally.
- An academic presence as keynote speaker at plenary sessions.
- An academic strategic thinker with a sound implementation track record.
- Evidence of successfully hosting post-doctoral research fellows.
- Evidence of academic mentorship of career academics.
- Evidence of community engagement integration with teaching & learning and research.
- Knowledge of the Higher Education Act/Statutes/Rules; CHE, SAQA and NQF; Access to Information Act and Labour Relations Act.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application Form.
- 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 certificate from SAQA.

To apply please forward your application quoting reference number **AP1112** to Genevieve Michel c/o shireen1112@talenting.co.za



University of Fort Hare
Together in Excellence

APPLICATION FORM

1.BIOGRAPHICAL INFORMATION

Title:	Surname:		
	Full Names:		
ID / Passport Number			
Tel Home:	Work:	Cell:	Email:

2.PARTICULARS OF POST APPLIED FOR

Position Name:	Reference Number:
Department:	Rank:

3.EMPLOYMENT EQUITY INFORMATION (This information is required to enable the University to comply with the requirements of the Employment Equity Act, Act 55 of 1998)

Race:	African	White	Coloured	Indian
Gender:	Female		Male	
Are you a South African citizen? <i>If you are not a citizen by birth, please indicate the date you acquired your citizenship.</i>	Yes		No (please provide further details as to your current nationality status)	
Are you a person living with a disability?	Yes (please provide further details)		No	

3. QUALIFICATIONS

Qualification	Institution	Year of Completion

4. RELEVANT OCCUPATIONAL EXPERIENCE

Employer	Position	From		To	
		Month	Year	Month	Year

5. PROFESSIONAL REGISTRATION(S)

(i.e. HPCSA, Public Accountants' and Auditors' Board, SA Council for Natural Scientists, C.A., Notary. C.I.S., NRF Rating)

CATEGORY OF REGISTRATION	REGISTERING BODY	DATE OF REGISTRATION

6. REFERENCES

NAME	OCCUPATION	EMAIL ADDRESS	PHONE

7. RELEVANT PUBLICATION(S)

Indicate (in the appropriate block) the number of each of the following categories of academic publications and presentations of which you are author or co-author.

PUBLICATION	NUMBER
A. Books	
B. Book Chapters	
C. Publications in Accredited Scientific Journals	
D. Local Conference Presentations	
E. International Conference Presentations	
F. Other Publications, reports and contributions	

8.DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

I hereby accept that only shortlisted candidates will be contacted, and that the University also reserves the right not to make an appointment.

Name:

Signature:.....

Date: