

## JOB DESCRIPTION

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| <b>REFERENCE NUMBER:</b>       | AP1113                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>JOB TITLE:</b>              | Dean of Faculty: Education (5 Year – Fixed Term)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>LOCATION:</b>               | Alice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>BACKGROUND TO POSITION:</b> | <p>The <b>University of Fort Hare</b> 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></p> <p>Reporting to the DVC: Teaching &amp; Learning, the <b>Dean of Faculty: Education</b> provides intellectual and academic leadership and is accountable for all Faculty Programs, Research, Academic Administration &amp; Community Engagement initiatives aligned with the institutional strategic plan &amp; goals. The purpose of the role is to:</p> <ul style="list-style-type: none"> <li>o Provide intellectual and academic leadership within the faculty.</li> <li>o Be responsible for the overall academic, research and administrative management of the entire faculty.</li> <li>o 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.</li> <li>o Take overall responsibility for improving and enhancing research activities, funding and outputs of the faculty.</li> <li>o Provide leadership in facilitating the integration of community engagement with teaching, learning and research.</li> <li>o Serve on various committees representing the faculty, including the Senate; and Chairs of the faculty board and committees.</li> <li>o Take responsibility for ensuring the faculty is compliant with all University and faculty rules, policies and procedures.</li> <li>o Propose an appropriate budget and takes responsibility for its disbursement; raise funding for faculty initiatives and ensures the financial sustainability and growth of the faculty.</li> </ul> |

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- o 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.
- o 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.
- o Oversee the requisition and provision of adequate physical space, equipment, consumables, security, maintenance and library resources required by the faculty.
- o Produce faculty strategic, operational and other plans, and reports timeously and submit as requested by University structures.
- o 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.
- o Perform any other functions delegated by the Deputy Vice-Chancellor and the Vice-Chancellor.

### **KEY PERFORMANCE AREAS:**

#### **KPA 1) Lead & Direct the Faculty of Education**

- 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.

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### **KPA 2) Strategic Financial Business Planning & Budgeting for the Faculty of Education**

- 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.

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### **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

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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 **AP1113** to Genevieve Michel c/o [shireen1113@talenting.co.za](mailto:shireen1113@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?<br><i>If you are not a citizen by birth, please indicate the date you acquired your citizenship.</i><br>..... | 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:** .....