

JOB DESCRIPTION

REFERENCE NUMBER:	AP1117
JOB TITLE:	Director: International Affairs and Partnerships (5 Year – Fixed Term)
LOCATION:	East London
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> The Director of International Affairs and Partnerships plays a pivotal role in advancing the global presence and reputation of the University. This strategic leader is responsible for developing and implementing internationalisation strategies, fostering collaborations, and establishing partnerships to enhance the institution's standing on the global stage thereby ensuring the delivery of the University's Global Strategy. The Director of International Affairs and Partnerships plays a vital role in shaping the University's global identity and fostering a diverse and inclusive academic community which requires a deep understanding of international relations, cultural diversity, and higher education dynamics. The incumbent must be a strategic visionary who is able to navigate the complexities of international relations while advancing the institution's mission and goals. He/she must ensure that action plans are delivered, thus contributing to achieving the University's objective of extending its global reach and reputation as a leading research-intensive Higher Education Institution. This role oversees and provides leadership for the International Recruitment & Partnerships team to deliver the University's targets as set out in the Global Strategy. The incumbent of this post is required to lead and manage a range of projects to support the development and maintenance of international partnerships.

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KEY PERFORMANCE AREAS:

KPA 1) Govern and Direct the Directorate for International Affairs and Partnerships

- Play a key role in shaping the overall strategic direction of the institution.
- Govern the implementation of policies & strategies agreed by Council / Senate.
- Promote the institution's reputational profile through networks & partnerships.
- Provide oversight, leadership & guidance to units under area of responsibility.
- Play a key role in executive/governance committees.
- Direct the leadership resources as per structure.
- Monitor the achievement of the unit's strategic plan achievement.

KPA 2) Strategic Financial Business Planning and Budgeting

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

KPA 3) Organisational Leadership Management

- Plan leadership talent, succession and development based on strategy.
- Direct preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint the leadership team based on approved resource plan.
- Build & direct the leadership team within the portfolio structure.
- Manage performance management aligned with the Performance Management System.
- Direct talent competence, skills & performance levels aligned with strategy.
- Submit succession & development plan

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progress reports to senior leadership.

KPA 4) Global Internationalisation Strategy Development and Implementation

- Devise and execute a comprehensive internationalisation strategy and related policies aligning with the University's mission and goals.
- Analyse global trends in higher education and international affairs to identify strategic opportunities and potential risks.
- Collaborate with academic departments to integrate international perspectives into curricula and research initiatives.
- Produce and be accountable for an international marketing plan to support the achievement of international student recruitment targets and the broader global strategy. This will require close working relationships with the Marketing and Communications Department as well as the Academic Department.
- Develop effective internal working relationships across the University, including cross-team working with the academic or support departments.
- Ensure that there is an understanding amongst the University community of the strategic and implementation plans to comprehensively internationalise the University.
- Lead and direct own team to address and outline the future direction of the portfolio and establish strategic performance measures to allow the portfolio to continually assess and adjust its program direction.
- Provide vision, continuous direction and inspiration to others in order to deliver the University's mandate, goals, and strategy.
- Describe the mission and values in compelling terms to develop an understanding and promote acceptance / commitment among staff and stakeholders.

KPA 5) Manage and Maintain Local, Regional and International Partnerships

- Identify and cultivate strategic partnerships with international universities, research institutions, and industry stakeholders.

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- Negotiate and formalise international collaboration agreements, ensuring compliance with legal and regulatory requirements.
- Foster ongoing relationships with existing partners, seeking opportunities for joint projects, student exchanges, and collaborative research.
- Develop markets and secure new international business.
- Organise and participate in cultural exchange events, fostering cross-cultural understanding within the University community.
- Represent the University in international forums, conferences, and diplomatic engagements.
- Advocate for the institution's values and mission in a global context, building positive relationships with international stakeholders.
- Build up and deliver further effective external working relationships and networks for the University, including with government agencies, agents, partners, and contacts in fulfilling the University's International Strategy and international student recruitment targets.
- Develop fundraising strategies to support international initiatives and programs.
- Identify grant opportunities, sponsorships, and scholarships to enhance the financial sustainability of international activities.
- Collaborate with the University's Marketing and Communication department to engage alumni and donors interested in supporting internationalisation efforts.
- Proactively provide advice within the University on international issues, including development of global strategic partnerships.

KPA 6) Student Mobility and Exchange Programmes

- Develop close working relationships with the faculty deans, academic departments, colleges, the Strategic Planning Office, and the academic office and provide leadership and management of the International Recruitment Strategy and Plan.
- Develop and oversee student exchange

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programs, internships, and study abroad initiatives.

- Collaborate with academic advisors to facilitate seamless integration of international experiences into students' academic plans. Implement support structures for international students and ensure a positive and inclusive campus environment.
- Co-ordinate the production of purposeful management information and performance indicators on international student marketing and recruitment to support the University's strategy, planning and management.

INHERENT CRITERIA:

Minimum Qualification(s)

- Whilst a Masters will be considered, a Doctorate is preferred.

Minimum Experience

- A minimum of 10 years' experience with 5 years in a senior internationalisation role in higher education.
- An experienced strategic leader with knowledge of delivering multifaceted plans in a large and complex organisation.
- Demonstrable knowledge and experience of coordinating international partnerships and student administration programmes.
- A record of achievement in directing successful international student recruitment programs.
- Proven success in developing and managing effective international networks and external relationships to the highest level. Good links with external bodies concerned with international education would be an advantage.
- Highly personable and culturally sensitive with the ability to work with people of all backgrounds.
- An excellent practical knowledge of international marketing and experience of successfully working in a wide variety of international markets.
- A thorough understanding of major issues in international higher education and a strong empathy for academic endeavour.

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- A sound understanding and relevant experience of strategic planning, preferably within a complex organisation.

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 **AP1117** to Genevieve Michel c/o shireen1117@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: