

JOB DESCRIPTION

REFERENCE NUMBER:	AP1118
JOB TITLE:	Director: Postgraduate Studies and Postdoctoral Fellowships (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 Postgraduate Studies and Postdoctoral Fellowships is a key academic leadership role responsible for overseeing and enhancing the quality of postgraduate programmes and the postdoctoral experience within the University. This position involves strategic planning, programme development, and fostering a supportive environment for advanced research and scholarship. The Director collaborates with faculty, students, and administrative units to ensure the success and growth of postgraduate studies and postdoctoral programs. The main purpose of this position is to direct and manage effective functioning of the Postgraduate Studies and the Postdoctoral Fellowships. This directorate serves as a central point for coordinating, administration, and capacity development support to postgraduate students in a way that improves access and a successful learning/training experience at the University, complementing faculty-specific academic development. It also houses the hub for postdoctoral research fellows and focuses on supporting postgraduate students to encounter a nurturing postgraduate experience, leading to a postgraduate journey that enables them to complete their degrees within the minimum stipulated timeframes; on establishing a vibrant postdoctoral community to build the academic pipeline and increase research productive academics. The portfolio is also responsible for enhancing access to quality higher education within the University through effective management and

JOB DESCRIPTION

administration of postgraduate scholarships and postdoctoral fellowships. The **Director of Postgraduate Studies and Postdoctoral Fellowships** is a crucial advocate for the advancement of academic excellence and research within the University. The incumbent must be a visionary leader who can navigate the complexities of postgraduate education while fostering an environment conducive to scholarly growth and innovation.

KEY PERFORMANCE AREAS:

KPA 1) Govern & Direct the directorate for Postgraduate Studies & Postdoctoral Fellowships for the Research, Partnerships & Innovation Division

- Play a key role in shaping the overall strategic direction of the institution.

KPA 2) Doctoral Fellowships for the Research, Partnerships and Innovation Division

- 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 3) Medium to Long-term Conceptualisation & Vision

- Formulate & review a strategy aligned with vision & mission.
- Approve the implementation of structures, resources & systems.
- Collaborate with senior stakeholders in strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

JOB DESCRIPTION

KPA 4) Strategic Financial Business Planning & Budgeting

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

KPA 5) Organisational Leadership Management

- Plan leadership talent, succession and development based on strategy.
- Direct preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a leadership team based on approved the 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 a succession & development plan progress reports to senior leadership.

KPA 6) 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 7) Postgraduate Study & Postdoctoral Fellowship Facilitation & Capacity Development

- Implement initiatives to enhance the overall student experience, including mentorship programs, professional development workshops, and networking opportunities.
- Address the unique needs of postgraduate students and postdoctoral fellows, promoting a positive and inclusive academic environment.
- In partnership with the ICT department, develop relevant online systems, e.g., for tracking and monitoring of PG progression from registration to graduation.
- Initiate and manage strategic projects focusing on capacity development, transformation, etc.
- Develop strategies to facilitate on time completion of postgraduate degrees, through the provision of relevant research capacity development, training, and support.
- Facilitate collaboration between postgraduate students, postdoctoral fellows, and faculty members on cutting-edge research projects.
- Promote interdisciplinary research initiatives and the dissemination of research findings through conferences, publications, and other scholarly activities.
- Foster an environment that encourages innovation and entrepreneurship among postgraduate students and postdoctoral fellows.
- Establish postgraduate, postdoctoral, and young researcher forums and other platforms for building vibrant communities and for academic peer-to-peer interactions and support.
- Establish and implement quality assurance mechanisms for postgraduate programs, ensuring adherence to academic standards and best practices.
- Monitor and evaluate the effectiveness of teaching methods, assessment practices, and student support services.
- Develop and oversee processes for program accreditation and continuous improvement.

JOB DESCRIPTION

KPA 8) Establish a one-stop-shop for Postgraduate & Postdoctoral Fellow support

- Strengthen working relationships and lines of communication with faculties and other relevant professional support departments to address and resolve issues and problems relating to postgraduate studies and research matters. Oversee the provision of a central point for coordinating support and management of the whole life experience of postgraduate students and postdoctoral fellows in the University.
- Oversee the maintenance of a web-based one-stop information portal for prospective and current postgraduate students and postdoctoral fellows.
- Oversee the management of a Help Desk that provides a one-stop-shop for postgraduate information and support.
- Promote broader liaison with postgraduate students and postdoctoral fellows, members of their respective associations as well as faculty constituents (committees, officers, and supervisors/mentors).
- Act as mediator at the University, particularly in the nexus between student and supervisor.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Doctoral degree.

Minimum Experience

- A minimum of 10 years' experience with 5 years senior leadership experience in a higher education context.
- A solid track record of postgraduate student supervision and hosting of postdoctoral fellows over a period of at least 5 years.
- Extensive experience in academic administration, preferably in postgraduate education and research.
- Relevant knowledge of the higher education research environment.
- Understanding of the research and academic project.
- Knowledge of relevant policy, legislation and regulations pertaining to research and postgraduate education in public higher

JOB DESCRIPTION

education in South Africa.

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 **AP1118** to Genevieve Michel c/o shireen1118@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: