

JOB DESCRIPTION

REFERENCE NUMBER: AP1120

JOB TITLE: Academic Director

LOCATION: Cape Town

BACKGROUND TO POSITION: The new global language is coding. The **Biko Academy For Higher Learning** seeks to make coding an African language. Our mission is to establish training facilities in Africa, with the flagship in Cape Town, which opens the door for African talent to access globally applicable technology skills to operate in the high-tech development industry.

We seek an individual to provide strategic leadership and oversight for all academic programs within the Academy. This role ensures the delivery of high-quality education and supports faculty development while promoting student engagement and success in the workplace. The **Academic Director** collaborates with faculty, staff, and administration to align academic programs with institutional goals and educational standards.

The Academy aims to create strong coders who have all the skills necessary, including social, vocational and team-working capabilities.

- KEY PERFORMANCE AREAS:**
- KPA 1) Program Development and Leadership**
 - Assist in the design, execution, and evaluation of education programs.
 - Collaborate with industry experts to ensure that curricula meet the latest industry standards and emerging technologies.
 - Ensure education programs provide a holistic education to increase the onward employment of students.
 - Lead efforts in student recruitment and retention to ensure inclusive participation, especially among underrepresented groups.
 - Develop initiatives to promote student engagement, retention, and success.
 - Address student concerns and grievances related to academic issues.
 - Define, set-up and collaborate with a Board to provide governance for the Academy.

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KPA 2) Strategic Partnerships

- Establish and nurture partnerships with local and international tech firms, academic institutions, and governmental agencies to improve the Academy.
- Leverage partnerships to provide students with internships, employment opportunities, and access to cutting-edge technology resources.

KPA 3) Operational Management

- Oversee the day-to-day operations of the academy, ensuring smooth execution of programs and efficient use of resources.
- Manage staff, providing mentorship and professional development opportunities to ensure high-quality instruction and support for students.

KPA 4) Innovation and Technology Integration

- Drive the integration of innovative educational technologies into the academy's learning environment. Leveraging key tech partnerships.
- Identify opportunities to enhance the academy's offerings with emerging trends in software development.

KPA 5) Community Engagement

- Actively engage with local communities to promote the academy's mission of bridging the digital divide.
- Lead outreach efforts to encourage participation from disadvantaged and marginalized groups.

KPA 6) Data-Driven Decision Making

- Implement data analytics and performance tracking to measure the impact of programs and student success.
- Use insights to improve program effectiveness and align with organizational goals.

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INHERENT CRITERIA:

Minimum Qualification(s)

- Advanced degree in Computer Science, Education, or a related field although a
- A PhD or Master's degree in Engineering, Computer Science or a related field is preferred.

Minimum Experience

- Experience working in or collaborating with international institutions in the tech or education sector.
- Proven leadership experience in educational settings, with a focus on tech education.
- Strong background in managing innovation programs and technology parks, with experience in driving public-private partnerships.
- Global perspective with experience in South African higher Education or similar environments.
- Familiarity with implementing large-scale educational initiatives, particularly those aimed at underrepresented groups.
- Excellent communication, management, and collaboration skills.
- Proficiency in English, with knowledge of local languages being a plus.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP1120** to Genevieve Michel c/o shireen1120@talenting.co.za