

JOB DESCRIPTION

REFERENCE NUMBER:	AP1127
JOB TITLE:	Director: Executive Support Office of the Principal and Vice-Chancellor (5 Year – Fixed Term) (P4)
LOCATION:	Pretoria
BACKGROUND TO POSITION:	The University of South Africa (UNISA) is the largest comprehensive open distance e-learning (CODeL) institution in Africa and the longest complex standing dedicated distance education university in the world, nurturing aspirant leaders of tomorrow and motivating a future generation through knowledge development, research, engaged scholarship, research, and innovation. Unisa offers an unparalleled range of study choices in under-graduate and post-graduate degrees/research, and is inviting applications for the position of Director: Executive Support in the Office of the Principal and Vice-Chancellor. The purpose of the position is to manage and provide high level administrative and executive support services to assist the Executive Director in the Office of the Principal and Vice- Chancellor in achieving operational and strategic objectives.
KEY PERFORMANCE AREAS:	KPA 1) Administrative Support and Monitoring • Providing secretariat support services to selected high-level committees/workshops/ summits (e.g. Extended Management Makgotla, Principal and Vice-Chancellor Summits, etc). • Ensuring open, professional, and cordial channels of communication between the Office of the Principal and Vice-Chancellor and all relevant stakeholders. • Monitoring the institutional cooperation in response to requests relayed on behalf of the Executive Director in the Office of the Principal and Vice-Chancellor. • Ensuring that all tasks, challenges, and issues identified by the Executive Director in the Office of the Principal and Vice-Chancellor are being dealt with efficiently and effectively. • Maintaining a proper record system of speeches, presentations and other relevant

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documentation utilised by the Office of the Principal and Vice-Chancellor.

KPA 2) Executive Support

- Performing diverse executive support functions within the Office of the Principal and Vice-Chancellor.
- Enhancing the professional image of the Office of the Principal and Vice-Chancellor.
- Preparing notes/memos/letters commensurate with the standing of the Office of the Principal and Vice-Chancellor, when required.
- Providing advice to the Executive Director in the Office of the Principal and Vice-Chancellor on identified institutional concerns, perceptions, and trends.
- Anticipating Higher Education policy changes and developments and providing policy advice to inform academic, research and operational outlook.
- Advising and supporting the Executive Director in the Office of the Principal and Vice-Chancellor in defining the vision, transforming the business model, and reshaping the institution.
- Advising and supporting the Executive Director in the Office of the Principal and Vice-Chancellor in setting strategic tone and formulating long, medium, and short-term strategic direction towards realizing the vision of the institution.
- Assisting the Executive Director in the Office of the Principal and Vice-Chancellor in facilitating leadership alignment processes and reinforcing integrated strategic thinking.
- Preparing recommendations/inputs to the Executive Director in the Office of the Principal and Vice-Chancellor regarding approval and/or amendments of plans and reports and providing relevant support in tabling the reports to the relevant structures.
- Attending relevant conferences and workshops and presenting on various Topics.
- Acting as key liaison between the Office of the Principal and Vice-Chancellor and the University on troubleshooting matters.

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KPA 3) Research and Writing

- Conducting primary and secondary research on relevant topics within the framework to effectively support the Executive Director in the Office of the Principal and Vice-Chancellor.
- Keeping abreast with local and international higher education trends, analysing, and disseminating themes to top management via the Office of the Executive Director in the Office of the Principal and Vice-Chancellor.
- Analysing trends and new developments on matters relevant to Higher Education.
- Preparing well-researched content specific speeches for the Principal and Vice-Chancellor on institutional matters which are to be presented at national, international, and local forums (such as local and international conferences, graduations, regional/college visits, gala dinners, professional bodies, Higher Education Institutions, etc).
- Preparing well-researched content-specific speeches for the Chairperson of Council on request.
- Preparing speeches to be presented by the Executive Director in the Office of the Principal and Vice-Chancellor, where required.
- Preparing submissions for the annual reports relating to matters that are required from the Executive Director in the Office of the Principal and Vice-Chancellor and/or the Chairperson of Council.
- Preparing relevant reports as may be required by the Executive Director in the Office of the Principal and Vice-Chancellor.

KPA 4) Governance and Reporting

- Monitoring and reporting on progress against operational initiatives.
- Monitoring and reporting on legislative and statutory compliance where applicable.
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
- Compiling regular reports to Council, its committees and other relevant structures if requested by the Executive Director in the

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- Office of the Principal and Vice-Chancellor.
- Participating in the annual performance review.
- Ensuring proper record keeping of all aspects within field of the responsibility.

KPA 5) People Management

- Implement Talent Management throughout the unit:
 - a) Talent identification and development,
 - b) Performance management,
 - c) Succession planning,
 - d) Ensuring an CODEL competent work workforce.
- Leading, mentoring, and empowering employees and change within the directorate to promote high performance, optimal working environment, and cost-effective operations.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Ensuring the resourcing of the directorate through recruitment and the filling of positions to meet operational requirements of the institution.
- Promoting positive employee relations and climate through employee engagement within the unit.
- Promoting and encouraging a healthy, balanced and thriving workforce.
- Fostering an organisational culture and climate that is ethics and value driven.

INHERENT CRITERIA:

Minimum Qualification(s)

- Minimum of Master's degree.
- Registration with a relevant professional body where applicable.

Minimum Experience

- A minimum of 10 years' relevant work experience with at least 5 years in a management role.

Additional Competencies

- Demonstrable track record in stakeholder engagement and responsiveness.
- Extensive experience in the management of

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- human and financial resources.
- Demonstrable track record of working in a complex academic/executive administrative environment.
- Sound knowledge and understanding of legal, policy and regulatory frameworks in Higher Education.
- Ability to lead and initiate innovative systems and processes.
- Strong analytical and conceptual skills.
- Ability to make decisions and work autonomously.
- Ability to handle and manage confidential and sensitive information.

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position.
- A comprehensive CV.
- An abridged CV.
- A completed Unisa Job Application Form.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Proof of SAQA verification of foreign qualifications, where relevant.

To apply please forward your application quoting reference number **AP1127** to Genevieve Michel c/o carmen1127@talenting.co.za

The closing date for applications is 10 December 2024.