

JOB DESCRIPTION

REFERENCE NUMBER: AP1128

JOB TITLE: Director: Music Foundation
(5 Year – Fixed Term Contract) (P 4)

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: Music Foundation**.

The purpose and objectives of this position is to direct, guide and manage the Music Directorate; conceive and implement its strategic objectives; plan and implement national and international music examinations, music scholarship competitions, concerts and other related activities; and ensure the effective administration and management of national and international music competitions and community music projects.

KEY PERFORMANCE AREAS:

KPA 1) Develop the Directorate Strategy and Operational Plan in alignment with the Unisa Strategic Plan and Objectives

- Drive change throughout the Music Examinations and Music Foundation Divisions.
- Develop the Music Directorate's 5-year operational business plan and ensure initiatives are in alignment with the Unisa strategy and review annually.
- Submit the plan for approval to the relevant role players.
- Manage and monitor the implementation of the Music Directorate's operational business plan in accordance with policies and procedures.
- Develop regulations and review the music examinations handbook and the circulars.

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- Ensure that all regulations are placed on the internet.
- Ensure finances are available to enable implementation of the strategy.
- Manage and oversee both divisions of the directorate to ensure that strategies and new initiatives are applied.
- Initiate and supervise the development of new qualifications and syllabus as well as design new programmes for accreditation and approval.
- Market and build the image of the directorate to clients, deliver presentations and adjudicate competitions in order to promote the directorate.

KPA 2) Provide Leadership and Management

- Provide leadership and management, facilitate change and transformation.
- Set, maintain and review the directorate's direction in line with the department's direction and Comprehensive Open Distance eLearning (CODEL) business model.
- Institutionalise CODEL as an effective business model.
- Foster an organisational culture and climate that is ethical, and value-driven.
- Establish a culture and practice of quality and service excellence.
- Advance employment equity and diversity.
- Ensure the integration and alignment of Directorate functions and plans with interdependencies.
- Contribute to governance and management of the Department and Institution as a whole.
- Ensure continuous quality improvement.
- Cultivate a collaborative and high-performing culture of all the employees within the directorate.
- Ensure sound financial management.
- Enhance the use of technology in the directorate.
- Ensure the development and implementation of effective risk management control and audit information processes and standards.
- Manage complaints in respect of examination results.
- Manage and address complaints relating to

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- music examinations.
- Liaise with and serve on relevant internal and external committees and bodies.
- Determine and secure the human resource requirements (both permanent and contract) to meet departmental business plan objectives.
- Ensure contracts for staff are properly completed.
- Conduct performance reviews to determine Key Performance Areas and agreements and develop Personal Development Plans.
- Track and monitor performance and continuously provide feedback and coaching to ensure that the staff member/s perform at optimum productivity level.
- Address all ethical and related disciplinary matters.
- Provide feedback to staff members and take corrective actions to address areas of non-performance.
- Create an environment to enable staff members to perform at the appropriate level.
- Mentor and coach staff to ensure standards are always maintained at a high level.
- Manage Human Resources in accordance with policies, procedures and legal requirements.
- Supervise students.

KPA 3) Administer Publications

- Update and edit all administrative publications such as circulars, newsletters, order forms, code book and application forms.
- Oversee the publication of Music as a scholarly journal.
- Oversee the updating and editing of professional publications, e.g. report forms, syllabuses, examination papers, learner support material such as workbooks, sight reading and practical musicianship.
- Develop learner support and examination material for new programmes.
- Proofread and edit material of new programmes.
- Proofread and edit concert programmes and brochures for the Music Foundation.
- Ensure that all published material meets the

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required quality standards.

KPA 4) Manage Special Projects

- Oversee the management and implementation of special projects involving the directorate, including those specific to the Music Foundation's outreach projects.
- Manage the implementation of the Unisa Foundation Symphony Orchestra and Orchestral Development Programme, the Unisa Wind Band, Unisa Big Band and any other relevant activity(ies).
- Present strategy presentations at conferences and workshops in order to drive and enhance the image of the Directorate of Music.
- Visit and assess community outreach and development programmes in South Africa for consideration.

KPA 5) National and International Music Competitions (Music Foundation) and Scholarship Competitions (Music Examinations)

- Oversee the management of the International Music Competitions.
- Devise rules, regulations and repertoire for new Competitions.
- Develop the requirements and repertoire design for each category of instrument or voice.
- Oversee funding proposals and ensure that funding is applied for and that donors are sourced.
- Ensure that the logistics are managed for competitions in terms of funding, participation requirements, regulations, venues adjudicators, calendar etc.
- Serve as non-voting chairperson and / or adjudicator at music competitions.
- Represent the university at the music competition finales and present awards.

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KPA 6) Financial Sustainability and Reporting

- Compile and submit the Directorate budget for approval in line with the identified requirements.
- Manage and monitor the budget in accordance with policies, procedures and legislation:
 - a) Identify peak periods in terms of expenditure,
 - b) Identify areas of under-expenditure,
 - c) Monitor costs to ensure expenditure is within the allocated budget,
 - d) Address any areas of over expenditure.
- Authorise payment of all aspects related to music examinations in alignment with budget.
- Manage the Directorate's third-stream income.
- Handling and responding to both internal and external audit findings.

Behavioural, Technical and Managerial Competencies

- Leading and deciding – takes control and exercises leadership. Initiates action, gives direction, and takes responsibility.
- Creating and conceptualising – works well in situations requiring openness to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
- Adapting and coping – adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
- Supporting and co-operating – supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values which complement those of the organisation.
- Analysing and interpreting – shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly takes on new technology. Communicates well in writing.
- Interacting and presenting – communicates

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and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.

- Enterprising and performing – focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.
- Organising and executing – plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
- Living the values of the organisation and practicing the 11Cs + 1.
- Knowledge of the performance practice and repertoire of African music, jazz, and classical music.
- Knowledge and experience to oversee the transformation of the directorate's offerings to include African music in examinations, qualifications, concerts, competitions, and festivals.
- A comprehensive understanding, knowledge and experience of music examination systems.
- A comprehensive understanding of the South African musical scene/fraternity.
- Extensive knowledge of music competitions.
- Proven experience in research and development of learning programmes.
- Proven experience in the development and accreditation processes of formal qualifications in music.
- Proven experience editing scholarly journals and study material.
- Proven experience with community engagement projects in a leadership role.
- Knowledge and understanding of concerts, performances and music festivals in South Africa and overseas.
- Technology savvy.
- Knowledge and understanding of corporate governance.
- Knowledge of Department of Higher

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Education and Training (DHET) regulations and other relevant legislation.

- Ability to apply management principles, methodologies and tools.
- Problem solving and root cause identification skills.
- Acute business acumen and understanding of organisational issues and challenges.
- Knowledge of project management approaches, tools and phases of the project lifecycle.
- Knowledge and understanding of policy development and implementation.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Doctoral Degree (PhD) in music.
- Registration with a relevant professional body where applicable.

Minimum Experience

- A minimum of 10 years' experience teaching and/or lecturing in music and 5 years' experience in a management role.

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 **AP1128** to Genevieve Michel c/o carmen1128@talenting.co.za

The closing date for applications is 10 December 2024.