

JOB DESCRIPTION

REFERENCE NUMBER:	AP1130
JOB TITLE:	Vice Principal: Institutional Development (5 Year – Fixed Term) (P2)
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 degrees and post-graduate degrees/research. Unisa is seeking to appoint a suitably qualified and experienced candidate for the Position of Vice Principal: Institutional Development (P2) who will provide strategic leadership and overall direction of the Portfolio. The University is looking for a strategic thinker who is strong in decision making, stakeholder management, negotiation skills, institutional change, who has the ability to drive institutional culture and transformational imperatives as well as providing leadership to a group of academics, professionals, and support staff. The successful candidate is expected to brand and reposition Unisa as an august University in an international pedestal. Main Outputs and purpose for this position: To provide leadership and strategic direction to the integrated implementation of the Institutional Development in terms of human resources, institutional advancement, stakeholder engagement, project and coordination in accordance with relevant legislations and in alignment with the Institution's Comprehensive, Open Distance and e-Learning (CODEL) and 2030 strategy.

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KEY PERFORMANCE AREAS:

KPA 1) Strategic Direction, Planning and Alignment

- Providing strategic input into the University's overall strategy.
- Demonstrating strategic direction and monitor the achievement of the Portfolio's strategy aligned to the overall CODEL 2030 strategy.
- Overseeing the development, implementation and review of the Portfolio's strategy, plans, policies, procedures, practices, processes and systems.
- Providing strategic direction to the development of the Portfolio's annual performance review as is required by Statutory bodies.

KPA 2) Operational Leadership and Process Management

- Providing strategic leadership regarding all the operations of the Portfolio from an overall perspective, which includes:
 - a) Human Resources;
 - b) Institutional Advancement; and
 - c) Stakeholder Engagement, Projects and Coordination.
- Providing strategic leadership in ensuring integrated institutional development and transformation strategies and plans for the Institution.
- Ensuring the institutional advancement of the institution through effective communication, marketing and liaison and the nurturing of strategic partnerships, relationships inclusive of sound Alumni Relations and Unisa Foundation that collectively support the core business of the University, being teaching, learning, research, innovation and engaged scholarship.
- Ensuring an institution that has been transformed to a credible and progressive institution with appropriate human resources that reflects the demography and characteristics of the country, is service and people-oriented, pursues the need for Africanism, and is focussed on service delivery that addressed the needs of the community it serves.

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- Providing strategic leadership in collaboratively developing an organisational framework within which the University must function, inclusive of the structures it should put in place to ensure the achievement of outcomes as reflected in the strategic plan and the annual compact with Council.
- Providing strategic leadership to ensure a collaborative approach and synergy between the functions and efforts of establishing strategic partnerships, institutional development and special projects.
- Providing strategic direction through integrated planning and resource allocation to ensure the achievement of strategic objectives of Unisa.
- Providing strategic leadership regarding human resources, diversity management, and equity and transformation opportunities in the University.
- Providing strategic direction and planning to ensure the development, implementation and management of an effective and efficient integrated human resources system and HR governance framework for Unisa.
- Providing strategic leadership in the development of human capital management and building the human resources capability across the institution to support the strategy.
- Providing strategic direction to ensure the development and maintenance of optimal organisational and affordable post structures that supports the strategic objectives of the Institution.
- Providing strategic leadership to ensure the development and maintenance of a fitting workforce plan and personnel complement that is appropriately remunerated.
- Building a conducive workplace climate and improve employee engagement.
- Ensuring effectiveness of human resource infrastructure that support effective management of the workforce.

KPA 3) Forecasting, Budgeting and Financial Management

- Formulating strategy cost implications that are linked to Institutional budgeting processes.

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- Coordinating and driving preparation of the Portfolio's budget for Institutional approval (including funding budgets and Initiative budgets).
- Directing and overseeing the funding of Portfolio operations and budgeted activities.
- Overseeing and monitoring portfolio expenditure within budgeted parameters and reporting on variances periodically.
- Providing leadership regarding the compilation and management of the budget for the Portfolio.

KPA 4) People Management

- Leading, mentoring and empowering employees and change within the Portfolio to promote performance, optimal working environment and cost-effective operations.
- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and CODEL 2030 Strategy.
- Embedding sustainability through a green Institution-wide culture.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Ensuring the resourcing of the Portfolio through recruitment and filling of positions to meet the operational requirements of the institution.
- Promoting the positive employee relations and climate through employee engagement within the Portfolio.
- Fostering an organisational culture and climate that is ethics and value driven.
- Providing strategic guidance in the implementation of the human resources policies, procedures and practices.

KPA 5) Governance and Reporting

- Reporting on progress against strategic initiatives.
- Participating in Institutional governance structures.
- Managing the strategic relationships and networks with internal and external

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- stakeholders.
- Overseeing, monitoring, evaluating operations and reporting to internal and external stakeholders.
- Overseeing and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
- Promoting a context-relevant environmental, social and governance sustainability awareness and culture.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Doctoral qualification.

Minimum Experience

- Minimum ten (10) years in management experience with at least 5 years in Senior/Executive management role especially in Higher Education Sector.
- Associate Professor will serve as an added advantage.
- Experience in:
 - a) Human Resources at a strategic level,
 - b) Institutional change management and advancement,
 - c) Communication and Marketing,
 - d) Academic excellence.

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.
- 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 **AP1130** to Genevieve Michel c/o shireen1130@talenting.co.za

The closing date for applications is 6 January 2025.

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