

JOB DESCRIPTION

REFERENCE NUMBER:	AP1131
JOB TITLE:	Vice Principal: Finance and Unisa Business Enterprise (CFO) (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, engaged scholarship, research, and innovation. Unisa offers an unparalleled range of study choices in undergraduate and post-graduate degrees/research and is inviting applications for the position of Vice Principal: Finance and Unisa Business Enterprise (CFO) P2. Unisa is seeking to appoint a qualified and experienced financial expert who has relevant skills and leadership qualities; strong financial and business acumen, familiar with relevant governance structures within higher education and other relevant bodies and who has the ability and experience to manage huge budget of over a billion rand. The successful candidate will be expected to develop financial systems, controls and audit and risks guidelines. The candidate will be expected of the successful candidate to reposition Unisa as a leader in income generation through third stream income and other income generation strategies/methods. Main Outputs and purpose for this position To provide leadership and strategic direction in the provisioning of effective and efficient financial management, accounting and procurement services and generation of Third-Stream Income to ensure effective financial sustainability and sound financial governance within Unisa in accordance with relevant legislation and in alignment with the Institution's Comprehensive, Open Distance and e-Learning (CODeL) 2030 strategy.

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KEY PERFORMANCE AREAS:

KPA 1) Strategic Direction, Planning and Alignment

- Providing input into the University's overall strategy.
- Providing 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 the Department of Higher Education Training (DHET).

KPA 2) Strategic leadership, Finance and Unisa Business Enterprise and Procurement

- Providing strategic leadership regarding all the operations of the Portfolio from an overall perspective, which includes:
 - Financial Management;
 - Supply Chain Management; and
 - Generation of Third-Stream Income through Unisa Enterprise.
- Providing strategic leadership in the development and the continuous evaluation of short, medium, and long-term strategic financial objectives of the university the Institution.
- Ensuring the enhancement of the performance of Financial and Supply Chain Management by providing regular, timely and accurate analysis of budgets, financial and procurement trends, and forecasts to collectively support the core business of the University, being teaching, learning, research, innovation, and community engagement.
- Providing leadership in developing strategies and business models to optimise the opportunities that exist for third stream revenue.
- Providing strategic leadership in directing and overseeing the Institution's financial risk-management programme.
- Providing strategic direction through integrated planning and resource allocation to ensure that the achievement of strategic objectives of Unisa.
- Providing strategic leadership regarding the monitoring of compliance of accounts, ledgers and reporting systems to relevant financial

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- standards.
- Providing strategic leadership regarding the budgeting process and the implementation of budgets.
- Ensuring that accurate, timely financial analyses are available for decision-making and planning purposes.
- Providing strategic leadership on contract negotiations from a financial impact perspective.
- Establishing efficient workflows and business processes to meet the need of financial information of multiple internal and external stakeholders.
- Providing strategic leadership during the annual audit process, ensuring year-round compliance with International Financial Reporting Standards (IFRS) and other accounting standards.
- Ensuring that the management and operations of the Portfolio are aligned with the demands of the Digital Age.
- Providing strategic leadership in the provisioning of expert advice and support on the procurement process against Institutional spend.
- Preparing materials and presenting, as necessary, financial information to Unisa governance structures or relevant committees.
- Embedding financial sustainability through a green Institution-wide culture.
- Developing an effective Finance Strategy
- Developing a Turnaround Strategy for the Finance Portfolio.

KPA 3) Forecasting, Budgeting and Financial Management

- Formulating strategy forecast cost implications that are linked to Institutional budgeting processes.
- Coordinating and driving preparation of the Institution and Portfolio's budget for Institutional approval (including funding budgets and Initiative budgets).
- Directing and overseeing the funding of the Institution and Portfolio operations and budgeted activities.
- Overseeing and monitoring the portfolio expenditure within budgeted parameters and reporting on variances periodically.

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- Providing leadership regarding the compilation and management of the budget for the Institution and Portfolio.
- Overseeing the running of all accounts, ledgers, supply chain management, procurement and reporting systems, ensuring compliance with appropriate all financial statutory systems, and reports accordingly.
- Engaging the Unisa Council Finance, Investment and Estates Committee, as well as the Audit and Enterprise Risk Management Committee around issues, trends, and changes in the financial operating model(s) and operational delivery.

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 human resources policies, procedures, and practices.

KPA 5) Governance and Reporting

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

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- 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.

MINIMUM REQUIREMENTS:

Qualifications

- Must be a CA (SA)
- Minimum requirement would be a Masters (NQF Level 9) although a PhD will be preferred

Experience

- **10 years** relevant experience, preferably in Higher Education, with at least **5 years** in an executive / senior management role
- Must have worked in a multi transnational context and managed a large-scale budget
- Must have a record of clean or unqualified audits.

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position.
- A comprehensive CV.
- An abridged CV.
- A completed Unisa Job Application Form which can be downloaded on this link:
<https://www.executivetalenting.co.za/wp-content/uploads/Unisa-Application-Form.pdf>
- 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.

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To apply please forward your application quoting reference number **AP1131** to Genevieve Michel c/o shireen1131@talenting.co.za

The closing date for applications is 4 October 2026.

- **Late, incomplete and incorrect applications will not be considered.**
- **Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.**

We welcome applications from Persons with Disabilities



Incomplete applications will not be considered!