

JOB DESCRIPTION

REFERENCE NUMBER:	AP1139
JOB TITLE:	Vice-Chancellor and Principal (5 years fixed term performance-based contract)
LOCATION:	KwaDlangezwa, North Coast of KZN
BACKGROUND TO POSITION:	In terms of the Higher Education Act (Act no. 101 of 1997) as amended and the UNIZULU Statute, the Vice-Chancellor is responsible for the management and administration of the University and has all the Council delegated functions. The Vice Chancellor also serves as the Chief Executive and Accounting Officer of the University.
KEY PERFORMANCE AREAS:	KPA 1) Strategic Leadership, transformation, governance, and compliance • Build competent management and leadership teams and develop clear KPA's for each executive member. • Continuously monitor progress in key university performance areas including the Annual Performance Plans. • Promote institutional transformation/ shaping the strategic agenda thereof. • Uphold the Higher Education Act and ensure that an institutional strategic plan is developed, updated, and executed efficiently and effectively. • Ensure effective and efficient management of the University in line with its vision, mission, and its Strategic Plan. • Build a positive image and protect the reputation of the University. KPA 2) Academic Leadership • Establish academic structures that facilitate the building of capacity for teaching and learning. • Continually evaluate academic offerings in terms of appropriateness, compliance, value, and costs. • Ensure that appropriate policies and procedures are developed and implemented to guide the research, teaching, and learning endeavours of the university. • Increase research performance, enhance industry research partnerships and

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collaborations.

- Ensure that innovation as a component of research is conceptualised.
- Ensure that academic programmes offered by the University are responsive to the needs of society and are of excellent quality within the context of the national and international labour market.
- Develop best information and communications technology to support the core business.

KPA 3) Administrative Leadership

- Ensure excellence in the administrative departments of the university in accordance with the principles of good governance.
- Ensure that structures of administrative departments are geared to support the strategic academic thrust of the university.
- Implement decisions of Council and discharge full executive managerial responsibility on all matters entrusted to the position by Council.
- Direct the preparation of the annual divisional/ departmental budgets to meet the strategic goals of the departments.
- Monitor the expenditure of funds ensuring that expenditure stays within the approved allocations, guarding against wasteful and fruitless expenditure.
- Monitor student registration processes to keep in line with enrolment targets.
- Ensure successful graduation proceedings for the year.
- Develop an Integrated Academic Plan for the Richards Bay Campus.

KPA 4) Student Management

- Create an environment that encourages student participation and academic success.
- Develop and implement an approved student charter to guide relations between the students and the university.
- Ensure that structures are in place to allow full student involvement in all aspects of university life and reward outstanding citizenship as well as academic achievement.
- Promote and build a vibrant student life

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- aligned to the values of the institution.
- Promote and increase social cohesion, diversity awareness, integration and balanced student life across and within UNIZULU campuses.

KPA 5) Stakeholder Relations Management

- Develop and maintain a healthy working relationship with the Department of Higher Education and Training.
- Lead in producing high-level linkages and partnerships with external partners, including government, science councils, local and international universities, alumni, business and local communities, and foundations and donors (fundraising), etc.
- Build and sustain effective relations nationally and internationally.
- Promote sustainability principles by increasing work integrated learning, increasing number and impact of community engagements.

KPA 6) Risk Management and Compliance

- Ensure the identification of institutional major risks.
- Compilation of the risk register.
- Implement risk mitigation plans.
- Review progress against identified risks.

INHERENT CRITERIA:

Minimum Qualification(s)

- An appropriate doctoral degree and status of a Full Professor.
- A postgraduate executive leadership qualification would be an added advantage.

Minimum Experience

- A minimum of 10 years' experience as an academic, in terms of teaching and research, with administration experience at an executive level in a university.
- Proven resource, strategic and people management skills, with the ability to lead institutional transformation and change effectively.
- In-depth knowledge and a strategic understanding of the higher education environment and the challenges faced by

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universities in South Africa and internationally.

- Excellent communication and problem-solving skills, public speaking ability, critical and analytical skills.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

APPLICATION REQUIREMENTS:

- A letter of motivation showing a self-evaluation of your suitability for appointment.
- A comprehensive CV.
- An abridged CV.
- University of Zululand Application Form. Click on the following link to download:
<https://www.executivetalenting.co.za/wp-content/uploads/APPLICATION-FORM-PROFESSIONAL-SERVICES.pdf>
- Names and contact details for at least 3 work related referees (one must be current or a recent superior).
- Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.
- Acceptance of the recruitment and selection process of UNIZULU.

To apply please forward your application quoting reference number **AP1139** to Genevieve Michel c/o shireen1139@talenting.co.za

Incomplete applications will not be considered!