

JOB DESCRIPTION

REFERENCE NUMBER:	AP1146
JOB TITLE:	Deputy Vice-Chancellor: Research, Innovation and Postgraduate Studies (5 Year – Fixed Term)
LOCATION:	Kimberley
BACKGROUND TO POSITION:	The DVC: Research, Innovation and Postgraduate Studies, as part of the executive of Sol Plaatje University (SPU), is responsible for assisting the Vice-Chancellor and Principal (VC) in performing his/her duties in terms of the Act and the SPU Statute. The incumbent is further responsible for the management of the core academic functions, in particular the Research, Innovation, and Postgraduate Studies project of the University, inclusive of people, budget, financial and health and safety management responsibilities.
KEY PERFORMANCE AREAS:	KPA 1) Strategy Development and Execution • Actively support the Vice-Chancellor in the leadership and management of the University. • Ensure the effective implementation of the University's mission, vision, values and strategic priorities. • Support and guide the following portfolios: ○ Academic leadership, planning and professionalisation in the areas of research, innovation and postgraduate studies; ○ Establish and management of research support services; ○ Interacting with external partners, including government, local and international universities, alumni, business and local communities, and donors (fundraising); ○ Library services; ○ Risk management; and ○ Performance of various representative and ceremonial functions. • Embed an institutional and performance culture that supports the implementation of the SPU mission, vision, values and strategic priorities. • Oversee the induction of all new and current academic and support staff in Faculties on:

JOB DESCRIPTION

- SPU vision, mission, values and strategic priorities; and
- Strategic priorities of the Faculties.

KPA 2) Policy and Procedure Development

- Oversee relevant policy and procedure development and implementation for the research, innovation and postgraduate studies environment.
- Review current policies and procedures and develop new policies and procedures where necessary.
- Provide continuous feedback to line management and staff on implementation practices related to policies and procedures.

KPA 3) Research, Innovation and Postgraduate Studies:

- Research excellence & outputs
 - Drive continuous improvement in research quality, productivity and impact; set and monitor KPI's.
 - Broaden and diversify competitive research income (NRF, international, industry).
- Innovation, knowledge-exchange & commercialisation
 - Foster an institutional culture of innovation and entrepreneurship; oversee commercialisation, IP management and translational research programmes.
 - Promote cross-disciplinary initiatives that address regional socio-economic challenges.
- Postgraduate studies
 - Provide executive oversight of the postgraduate function and doctoral/masters pipelines, ensuring enrolment growth, equitable funding, supervisor capacity-building and completion rates.
 - Champion transformation of the postgraduate cohort and supervision community.
- Partnerships & internationalisation
 - Build and steward strategic national, continental and global

JOB DESCRIPTION

partnerships that enhance research, innovation and postgraduate opportunities.

- Represent SPU in consortia, policy forums and international networks.
- Research infrastructure & support divisions
 - Oversee and integrate services delivered by the Library & Information Service, Research Office, Research Centres and allied platforms.

KPA 4) Talent Development & Equity

- Attract, develop and retain high-calibre researchers and innovators, with particular attention to early-career scholars and under-represented groups.
- Coordinate mentoring, grant-writing and professional development programmes.

KPA 5) Quality Assurance and Risk Management

- Quality Assurance
 - Promoting innovation in the research and postgraduate studies environment.
 - Further, develop and implement the quality assurance system to meet both internal standards and the requirements of relevant external bodies.
- Risk Management
 - Identify and mitigate research-related risks, reporting to the VC and Council.

KPA 6) Safety, Health and Environmental Management

- Responsible for section 16 (2) responsibilities assigned by OHS Act.
- Ensure compliance with SHE policies and procedures.

KPA 7) Resource Management: Human Resources

- Lead, manage and develop direct reports.
- Review structures for their appropriateness to assist the DVC's Office in achieving its strategic priorities.
- Develop the DVC's Office workforce plans together with HR to ensure adequate

JOB DESCRIPTION

resource planning, budgeted and are aligned to transformation targets.

- Provide oversight in the recruitment and selection process for direct reports.
- Support the achievement of equity targets and the transformation of the institutional culture.
- Oversee the induction and probation of all new staff.
- Drive performance contracts and regular reviews for all staff.
- Provide oversight in the training of all staff on performance management process and system.
- Implement performance contracts for all staff and ensure regular reviews.
- Drive the staff development conversations and development plans.
- Develop a training budget.
- Drive and promote sound employment relations.
- Human resource administration.
- Manage staff leave as per SPU policy.
- Sign off relevant documentation needed.

KPA 8) Resource Management: Budget and Finance

- Prepare and report on:
 - Annual staffing and operating budget and Capex.
- Manage expenditure according to the approved annual budget.
- Asset management.

KPA 9) Monitoring, Evaluation and Reporting

- Oversee the effective implementation of reporting systems.
- Monitor organisational indicators, identify problem/concern areas and communicate to relevant stakeholders.
- Identify trends and issues in Portfolio Areas and communicate to relevant stakeholders.
- Develop relevant reports as and when required.
- Research and implement best practices.
- Submit additional reports/data as required by legislation and/or the University.

The incumbent is expected to fulfil any other duties

JOB DESCRIPTION

delegated by Council or the Vice-Chancellor

INHERENT CRITERIA:

Minimum Qualification(s)

- A PhD or doctoral degree from a recognised university.
- The individual should meet the requirements to be appointed at Associate Professor or Professor level.

Minimum Experience

- An outstanding academic with an established track record and at least 8 years' experience in a senior leadership role in an academic institution, such as a Dean or Senior Head of Academic Department.
- A proven track record of leadership and credibility at an executive level within the academic environment, backed by at least ten (10) years' experience in the HE sector.
- Extensive knowledge and a thorough understanding of the South African HE legislation (including associated industry practices, and other regulatory frameworks), with specificity to the research regulatory environment.
- Proven academic stature, encompassing teaching and learning experience, research and stakeholder engagement that has earned the respect of fellow academics.
- Experience with developments in e-Learning in a university environment.
- Capabilities in designing or developing innovative systems and approaches in the Higher Education context.

Specific requirements for the portfolio of Research, Innovation and Postgraduate Studies:

- Understands developments in the higher education arena in South Africa, and further afield.
- Senior management level track record in research, innovation and postgraduate governance.
- Demonstrated ability to mobilise and steward diverse external funding streams.
- Has experience with developments in e-Learning in a university environment.
- Familiarity with innovation systems and approaches.

JOB DESCRIPTION

APPLICATION REQUIREMENTS:

- A letter of motivation showing how you meet the requirements.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.
- SAQA evaluation certificates for qualifications obtained outside of South Africa.

To apply please forward your application quoting reference number **AP1146** to Genevieve Michel c/o shireen1146@talenting.co.za

Incomplete applications will not be considered!