

JOB DESCRIPTION

REFERENCE NUMBER:	AP1152
JOB TITLE:	Executive Dean: Faculty of Management and Public Administration Sciences (5 Year – Fixed Term)
LOCATION:	Butterworth Campus
BACKGROUND TO POSITION:	As an executive leader and accountable manager, the incumbent's responsibility is to transform and position the Faculty of Management and Public Administration Sciences as a unitary faculty of superior academic excellence committed to social justice within a unitary Walter Sisulu University.

KEY PERFORMANCE AREAS:

KPA 1: Strategy Development

- Develop faculty strategy, implement the Walter Sisulu University strategy in the faculty whilst taking account of its multi-campus nature and national imperatives,
- Co-determine and be jointly accountable for the successful implementation of the Walter Sisulu University Teaching and Learning strategy and the Research and Innovation strategy,
- Co-determine, develop and be jointly accountable for a successful implementation of the overall Walter Sisulu University strategy.

KPA 2: People Development and Management

- Develop and maintain a standard of Academics with a superior standing, scholarship and performance,
- Develop and maintain superior faculty management staff in key positions to lead and implement best people and task management practices,
- Develop and maintain support staff effectiveness, joint accountability and people profile (staff and students and students in every mode of delivery),
- Implement "Best Practice" staff development and performance management that enforce joint accountability.

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KPA 3: Teaching and Learning

- Lead and direct Teaching and Learning practices, processes and competencies that achieve academic excellence and innovation,
- Support the Scholarship of Teaching and Learning to promote teaching and learning innovation,
- Maintain continuous curriculum renewal and deliver socially responsive programmes that are congruent with national imperatives,
- Lead and direct effective academic planning to deliver flagship programmes that provide competitive advantages for the Walter Sisulu University,
- Lead and direct effective enrolment planning to ensure optimal enrolment levels in various academic fields, qualification levels and modes of delivery,
- Align academic programmes and modes of delivery on all campuses,
- Lead quality assurance on academic programmes to ensure academic standards and quality of the student learning experience,
- Ensure professional qualifications meet the minimum standards set by professional bodies,
- Direct the integration of research outputs into teaching and learning to enhance professional qualifications and graduate employability,
- Ensure preparation of students for post-graduate research programmes where relevant,
- Ensure consistent achievement of superior teaching and learning metrics,
- Financially strengthen a third-stream revenue that consistently enhances the financial sustainability of the Walter Sisulu University.

KPA 4: Research and Innovation

- Establish and maintain a research environment and support infrastructure that enables world-class research,
- Implement inter- and trans-disciplinary research that differentiates the Walter Sisulu

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- University nationally and internationally,
- Lead, direct and participate in national and international collaboration addressing Walter Sisulu University niche research areas,
- Ensure research outputs and quality of notable international profile and impact,
- Lead and direct flagship research entities that provide competitive advantage to the Walter Sisulu University,
- Cluster research and innovation appropriately around agreed research themes focusing on national and international imperatives,
- Lead and direct fundamental research, applied research, research in application, curiosity-driven research, blue skies research and directed research,
- Facilitate differentiation and third-stream revenue generation through innovation and commercialisation.

KPA 5: Community Engagement

- Lead and direct community engagement initiatives that are integrated with teaching and learning as well as research,
- Co-determine community engagement initiatives joint accountability.

KPA 6: External Strategic Relationships

- Promote funding, professional recognition, academic development, employment, research opportunity realisation through effective local and international relationships with peers, higher education institutions, research community, industry, professional bodies and the community,
- Ensure Walter Sisulu University Brand positioning and promotion of joint accountability through effective relationships with national and local government, the community, industry, students, parents, alumni and other stakeholders.

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KPA 7: Management and Leadership

- Lead and direct Faculty composition (structure, staffing), effectiveness and efficiency,
- Lead and direct Departments and Research entities' (sub-units) team composition and measure the effectiveness of joint accountability,
- Co-determine joint accountability with leadership team for management effectiveness of the institution,
- Co-determine joint accountability with own team for faculty effectiveness, including governance and management arrangements,
- Lead and direct stakeholder relationship development and effectiveness,
- Ensure corporate governance conformance, reporting and risk management,
- Ensure budgeting, cost management and cost-effectiveness,
- Implement Faculty processes and systems design, utilisation, effectiveness and efficiency,
- Promote personal effectiveness, wholeness and development,
- Promote values-based behaviour leadership and personal compliance.

ESSENTIAL COMPETENCIES:

Functional / Technical Competencies (Knowledge and Skills)

- Thorough knowledge of the RSA Higher Education system,
- Well-developed information and communication technology proficiency,
- Acceptable management accountancy proficiency,
- Acceptable contract development and management proficiency,
- Acceptable knowledge of approaches to student access and support and curriculum design and delivery within the applicable academic fields,
- Aptitude in managing the research-innovation value chain.

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INHERENT CRITERIA:

- A Doctorate in a discipline related to the Faculty of Management & Public Administration Sciences,
- A minimum of ten (10) years' relevant experience in the higher-education sector, of which five (5) years must have been in a senior and strategic leadership position or at least eight (8) years as the Head of Department in a university,
- Proven research record,
- Must be a Professor/Associate Professor or appointable as Professor/Associate Professor at Walter Sisulu University,
- Professional Accreditation and Registration where applicable.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- 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.

To apply please forward your application quoting reference number **AP1152** to Genevieve Michel c/o shireen1152@talenting.co.za

"Walter Sisulu University is committed to employment equity and persons with disabilities are encouraged to apply."