

JOB DESCRIPTION

REFERENCE NUMBER:	AP1166
JOB TITLE:	Deputy Vice-Chancellor: Operations, Digital and AI Systems (Peromnes Grade:2) 5 year Fixed Term appointment.
LOCATION:	Potchefstroom Campus
BACKGROUND TO POSITION:	The Deputy Vice-Chancellor: Operations, Digital and AI Systems is responsible for leading and shaping the university's digital transformation journey, providing strategic direction for all initiatives related to digital futures, the digital academy, digitisation of teaching and learning, data governance, and risk management. This role aims to harness innovative technologies and data-driven solutions to enhance operational efficiency, academic excellence, and stakeholder engagement across the institution. The DVC is also responsible for Operations which includes providing strategic direction and oversight with regards to facilities management, protection services and health and safety across all campuses. The DVC also oversees the Potchefstroom Campus and as a member of the executive, the DVC actively supports the VC in the leadership and management of the university.
KEY FUNCTIONAL/TECHNICAL COMPETENCIES:	• Strategic and visionary leadership. • Excellent verbal and written communication skills. • Problem-solving and decision-making skills. • Strategic financial, risk, and corporate performance management. • Build strategic alliances and partnerships. • People management with the ability to inspire, mobilise and empower people of diverse backgrounds to larger scale transformation or innovation. • Management of transformation and change. • Knowledge of continuous quality improvement management principles and practices. • Knowledge of integrated business management principles and practices as related to operations, Information • Communications Technology, facilities management, SHE, and protection services (security). • Digital Transformation expertise. • Proficient in using modern office software, digital tools, and online platforms to enhance productivity and efficiency daily tasks and decision-making.

JOB DESCRIPTION

KEY BEHAVIOURAL COMPETENCIES:

- Ability to work effectively with diverse stakeholders and to lead complex, cross functional teams.
- Strong organisational skills that demonstrate the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Awareness of one's own emotions and the emotions of others, using this understanding to manage relationships and make empathetic decisions.
- Focus on achieving measurable outcomes and driving financial performance that supports the university's strategic objectives.
- Competence in leading and managing financial changes, ensuring smooth transitions and effective adaptation to new processes or systems.
- Understanding and commitment to the NWU values and the ability to be a credible and effective exponent of these values.

KEY RESPONSIBILITIES

Strategy Leadership and Management

- Provide strategic oversight to ensure the development and implementation of strategies that optimise the university's physical resources, including facilities and infrastructure, in a way that supports teaching, learning, and research activities.
- Oversee the development and execution of a comprehensive digital transformation strategy that aligns with the university's mission and enhances the institution's academic and operational capabilities.
- Spearhead initiatives to digitise teaching and learning processes, ensuring seamless integration of technology.
- Work closely with the university's executive team to ensure that digital initiatives are aligned with the university's mission, vision, and strategic plan.
- Champion the use of innovative technologies and data-driven solutions to advance academic excellence and operational efficiency.
- Create an inclusive and engaging digital transformation environment that embraces digital change and innovation in teaching and learning and digital practices across all university functions.

JOB DESCRIPTION

- Effectively lead and manage the leadership team within the portfolio to set strategic priorities and translate them into actionable plans that drive academic and operational excellence.
- Promote a culture of continuous improvement within the portfolio.

Information, Communications Technology and Digital Transformation

- Oversee the development of an IT governance framework, policies procedures and practices that ensure alignment with the university's strategic objectives, and that guarantees regulatory compliance, and addresses risk management.
- Design and implement the university's AI strategy, aligning it with institutional goals and digital futures.
- Guide the development of the digital academy, promoting digital literacy and capabilities across the institution.
- Promote a culture of data-driven decision-making by improving data accessibility, analytics, and insights for academic and operational growth.
- Take accountability for technical architecture applications systems and data management practices, ensuring the integrity, security, and effective management of data across the university.
- Ensure the university operates in a manner that is compliant with relevant data protection regulations and standards, managing risks associated with digital transformation and IT operations.
- Oversee the development and enforcement of cybersecurity policies and risk management strategies that protect the university's digital assets from cyber threats.
- Lead the integration of AI and emerging technologies in academic and administrative functions, exploring new solutions for research, learning, and operational excellence.
- Oversee the development and implementation of the technology business continuity and disaster recovery strategy, ensuring robust ICT governance is in place to safeguard operations and maintain resilience in the face of disruption

Facilities and Infrastructure Optimisation

- Provide strategic direction and oversight for long-

JOB DESCRIPTION

term infrastructure and facilities planning to ensure alignment with the university's institutional master plan, academic objectives, and strategic priorities.

- Oversee capital projects including new building projects, renovations, and expansions, ensuring timely, on-budget delivery aligned with the university's vision.
- Lead efforts to optimise infrastructure and facilities to support research, student engagement, and teaching goals.
- Utilize digital and AI tools to monitor, analyze, and optimize the performance of infrastructure and facilities.
- Leverage data analytics for predictive maintenance, asset tracking, and efficient resource allocation.
- Drive smart campus initiatives, integrating IoT (Internet of Things) technologies to enhance the efficiency of building systems, utilities, and overall infrastructure.
- Oversee development and enforcement of policies and standards for facilities management, including maintenance practices, sustainability initiatives, and the life-cycle management of infrastructure, to ensure consistency, efficiency, and safety across all university campuses.
- Develop and implement risk management strategies to mitigate potential hazards related to facilities and infrastructure.
- Ensure compliance with safety, environmental, and legal requirements in all facilities operations.

Protection Services and Security Management

- Provide strategic oversight for the development and implementation of a comprehensive campus security strategy that proactively addresses and mitigates risks, ensuring continuous improvement in emergency preparedness and crime prevention across all campuses.
- Oversee the creation and maintenance of robust emergency response and disaster preparedness plans, ensuring all campuses are equipped to handle potential incidents.
- Ensure protection services across campuses complies with relevant laws, regulations, and best

JOB DESCRIPTION

practices, while maintaining alignment with university policies.

- Oversee the formulation and enforcement of comprehensive security policies and procedures across all campuses, ensuring standardisation and effectiveness.
- Provide overall oversight to ensure security strategies promote accessibility, inclusivity, and the free movement of individuals across all campuses without compromising safety or academic freedom.

Safety, Health, and Environment (SHE) Management

- Provide oversight and strategic direction for the development, implementation, and continuous improvement of the university's health, safety, and environmental (SHE) policies and procedures, ensuring alignment with regulatory requirements and institutional goals.

Resource Management and Optimisation (Leadership)

- Lead the strategic planning and allocation of financial and human resources within the portfolio, ensuring alignment with university goals and priorities.
- Oversee the development, implementation, and monitoring of the division's budget, ensuring financial sustainability, accountability, and optimal use of resources.
- Manage the recruitment, development, and retention of staff, fostering a positive and productive work environment that supports staff growth and performance.
- Ensure the long-term financial sustainability of the portfolio through effective financial planning, risk management, and the mobilisation of additional resources.
- Ensure compliance with university policies, ethical standards, and regulatory requirements in all resource management activities, maintaining transparency and integrity.
- Processes and systems design, utilisation, effectiveness and efficiency.

JOB DESCRIPTION

- Personal effectiveness, wholeness and development
- Values-based behaviour leadership and personal compliance.

Stakeholder Partnerships

- Develop, sustain, and strengthen key strategic partnerships with both internal and external stakeholders to enhance collaboration, knowledge-sharing, and innovation across the university.
- Engage with senior leadership, faculty, students, and external experts to drive the adoption of digital transformation initiatives, ensuring stakeholders are informed, involved, and aligned with the university's digital vision and strategic objectives.
- Facilitate seamless communication and cooperation across multiple campuses and support divisions, ensuring alignment between operations, IT functions, and institutional goals.
- Collaborate with the institution's management and committees to provide updates on operational matters and support decision-making processes.

Minimum Qualification(s)

- A PhD in a field of one of the key result areas e.g. Business Administration, Engineering, Operations Management, Digital Transformation, or Public/Institutional Management (NQF level 10).
- A minimum of ten (10) years' overall operational/specialist experience of which seven (7) years should be on senior management level.
- The University welcomes applications from candidates within and outside the higher education sector who have led large-scale digital, operational, and AI-enabled transformation initiatives in complex organizations.
- Experience in higher education operations, governance, or digital transformation would be an added advantage.

INHERENT CRITERIA:

JOB DESCRIPTION

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position.
- A comprehensive CV
- An abridged CV
- Names and full contact details for at least 3 referees, 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 **AP1166** to Genevieve Michel c/o shireen1166@talenting.co.za

Incomplete applications will not be considered!