

JOB DESCRIPTION

REFERENCE NUMBER: AP554

JOB TITLE: Campus Rector: Mthatha

LOCATION: Mthatha, Eastern Cape

PURPOSE OF THE POSITION: The Campus Rector will actively support the Vice-Chancellor and Principal in the leadership and management of the University, as it pertains to the Mthatha Main Campus. The new incumbent will further take full responsibility for the development of a vibrant academic culture in support of the key portfolios of teaching and learning, research and innovation and community engagement and that will further give effect to the university reaching its strategic objectives as a leading comprehensive university, both regionally and nationally.

The support structure will comprise:

- Senior Director Academic Affairs*
- Senior Director Institutional Support**
- Director Finance
- Director Human Resources
- Director Student Affairs

Each of the above will have solid line reporting to the Campus Rector and dotted line reporting to the DVCs in Buffalo City, responsible for these functions.

KEY PERFORMANCE AREAS:

1. Policy Development

- Strategic Alignment
- Design, Development & Review

- 1.1 Strategy development & execution at campus level that supports the implementation of the WSU mission, vision, values & strategic priorities.
- 1.2 Monitor strategic priorities for the units reporting to this role.
- 1.3 Develop & monitor a 5-yr strategic plan for the campus.
- 1.4 Ensure implementation of appropriate policies, business processes, and standard operating procedures on campus.
- 1.5 Ensure that policies are communicated to all relevant internal & external stakeholders.

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- 1.6 Ensure that risks within the campus are identified and addressed by relevant parties.
- 1.7 Ensure there is full compliance by all sections with all relevant legislation, policies & HEQF/SAQA guidelines.

2. Policy Implementation

- Plans
- Monitors
- Assesses

- 2.1 Internalize an institutional culture that supports the implementation of the WSU mission, vision, values & strategic priorities.
- 2.2 Lead all corporate governance activities.
- 2.3 Ensure compliance with SHE policies/procedures; safety structures within:
 - Faculties/Departments and units;
 - Well-coordinated safety inspections/fire drills/evacuations/interventions, etc.;
 - Regular SHE reports.

3. Customer Advice & Support

- Advice & Support
- Service
- Delivery

- 3.1 Advise and support Vice Chancellor, DVCs and Council in respect of the implementation of policies, procedures, systems & strategies.
- 3.2 Advise and highlight risks & maintenance of Campus property.
- 3.3 Ensure the implementation of safety, health and environmental procedures at the Campuses.
- 3.4 Direct the provision of the following Campus Services:
 - General Campus support services
 - Academic Programmes
 - Academic Administration
 - Student Support
- 3.5 Ensure that there is overall compliance with service level agreements by service providers and sub-contractors and apply penalties as appropriate.
- 3.6 Ensure that overall campus is maintained in a condition in line with university's vision.

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4. Team Management

- Staff Performance
- Staff Development
- Self-Development

- 4.1 Ensure performance contracts for all campus support services staff and regular appraisals and reviews are conducted.
- 4.2 Lead and promote sound workplace relations, mutual team support to ensure efficient delivery of services on campus by:
 - Liaising effectively & efficiently with DVCs, Deans & HODs.
 - Working closely with and provide assistance to Vice Chancellor.
- 4.3 Ensure personal development plans are developed and implemented for staff, including self.

5. Data & Systems Management

- Design/Innovation
- Implementation
- Controls
- Monitoring

- 5.1 Human resource administration.
- 5.2 Ensure the implementation of the quality assurance standards/measures to meet both internally set standards and the requirements of external bodies for portfolios reporting to this role.
- 5.3 Submit monthly and/or ad hoc statistics and reports to the Vice Chancellor, Executive Management and Council on the affairs and operations of the campuses.
- 5.4 Prepare and submit any additional reports/data as required by legislation and/or the Institutional Statute.

6. Internal Resource Management

- Planning & Budgeting
- Income Generation/Fundraising
- Reporting

- 6.1 Develop budgets and oversees management of all relevant internal and external resources. Develop, monitor & implement a budget for the campus.

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- 6.2 Ensure resources are effectively managed within budget allocations.
- 6.3 Promote and support income-generation opportunities for the Departments.

7. Representation & Liaison

- Internal/External Forums
- Relevant Organisations
- 7.1 Represent WSU in various **internal** forums as well as be assigned.
Represent the university at **external** forums as well as be assigned.
- 7.2 Conduct committee functions.
Prepare for & present at various committees.
- 7.3 Conduct constitution reviews as appropriate.
Convene and attend committee meetings.

INHERENT CRITERIA:

- A Doctoral degree or equivalent.
- 10 years' relevant experience, of which 5 years in Senior Leadership with a track-record of managing a complex operation/reasonable size unit, preferably in a Higher Education Environment. Academic/research experience and functions relating to teaching and learning is required; student academic administration; student life and welfare, including functions on infrastructure maintenance are required.
- Knowledge to mobilize and inspire others towards shared goals.
- Knowledge to maintain and strengthen synergies amongst the different campuses in the interest of the unity of the institution.
- Knowledge in understanding affairs of the university.
- A good understanding and experience in change management implementation.
- Understanding of Higher Education environment.
- Business understanding and financial literacy.
- Excellent People & Communication skills.
- Knowledge of Technology Advancements.
- Analytical and problem-solving.
- Resilience.

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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 **AP554** to Genevieve Michel c/o WSU1@talenting.co.za.
