

JOB DESCRIPTION

REFERENCE NUMBER: AP569

JOB TITLE: Campus Rector: Buffalo City

LOCATION: Buffalo City, 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 Buffalo City 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.

KEY PERFORMANCE AREAS: **Strategy alignment & execution**

- Actively support the Vice-Chancellor and Principal in the leadership and management of the University.
- Ensure the effective implementation of the University's mission, vision, values and strategic objectives decided upon by Council and Senate.
- Support and guide the following portfolios:
 - Overseeing the effective management of the University's operations, administration, finances, human resources, Planning and facilities.
 - Optimizing the overall quality of the student experience, including teaching and learning, residences and student recreation.
 - Interacting with external partners, including government, local and international universities, alumni, business and local communities, and donors (fundraising).
 - promoting transformation and quality assurance.

Policy development, corporate governance & resource mobilization

- Oversee policy development and implementation.
- Assist the Vice-Chancellor to constitute an effective two-way interface between the governance functions of Council and the executive management of the university as well

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as that of its core academic and operational functions.

- Foster open and participatory internal governance through the committee system.
- Increasing the resources available to the University through fundraising and innovation management.

Operations management

- Provision of appropriate facilities and infrastructure that supports the WSU academic project.
- To provide adequate on-campus student accommodation.
Provision of adequate ICT infrastructure for effective operation of the university
- Implement residence and building maintenance backlog plan.
- Develop spatial development and maintenance plan.

Institutional planning & risk management

- Develop and implement the institutional planning system to meet both internally set standards and the requirements of relevant external bodies.
- Effective Risk management.

Integrated administration & systems

- Promoting innovation in the operations and general administration across the University.
- Promote integrated administration and process management that supports the attainment of the WSU mission, vision, values and strategic priorities.
- Development of new institutional culture.

Resource management: people

- Manage senior staff including senior directors and directors.
- Play a leading role in the recruitment of senior staff in all sectors.
- Support the achievement of equity targets in a changing staff profile and the transformation of the university culture.
- Develop a well-functioning performance management system.

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- Take responsibility for performance agreements for all staff.
- Manage remuneration for own staff.
- Chair monthly departmental meetings.
- Leave administration and management.

Resource management: budget and finance

- Prepare and report on Annual staffing and operating budget.

Partnerships and collaboration

- Lead in producing high-value linkages and partnerships with other institutions, organisations and communities.
- Inter-faculty and departmental collaboration is maximised and the selected cross-university partnerships are rendered fully effective.
- Inter-institutional regional collaboration is fostered and facilitated.
- Greater collaboration in identified areas between the University and its communities in the Eastern Cape Province.

Monitoring, evaluation and reporting

- Develop relevant reports as and when required.
- Research and implement best practices.
- Communicate and consult with relevant stakeholders.

INHERENT CRITERIA:

- A Doctoral degree or equivalent.
- An outstanding academic with an established research track-record and at least 5 years' experience in a senior leadership role in the university.
- Has a track-record for managing a complex portfolio, running a unit of a reasonable size.
- Has the ability to mobilize and inspire others towards shared goals.
- Excellent people and communication skills.
- The ability to maintain and strengthen synergies amongst the different campuses in the interest of the unity of the institution.
- Understands the operations and affairs of a university environment.

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- Can think strategically and operationalise this into plans and projects.
- A good understanding and experience in change management implementation;
- Computer skills (MS Office suite).

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 **AP569** to Genevieve Michel c/o WSU1@talenting.co.za.
