

JOB DESCRIPTION

REFERENCE NUMBER: AP575

JOB TITLE: Vice-Principal: Research, University of Pretoria

LOCATION: Pretoria

JOB DEFINITION: The Vice-Principal: Research and Postgraduate Education is appointed by Council and is accountable to both Council and the Vice-Chancellor for carrying out such duties as are delegated to him/her by Council and the Vice-Chancellor. He/she provides leadership in ensuring that the University realizes its objective of being one of the top research institutions on the African continent and a regional centre for the training of postgraduate students. He/she is responsible for the management and direction of all research (and research-related) activities within the University.

The new incumbent will be charged with the following Key Performance Areas:

Research Strategy

- Ensure that the University and all academic units have a dynamic Research Plan with clear objectives/goals, strategic activities, indicative targets and action plans.
- Ensure that the University and all academic units have a clear postgraduate education plan and ensure success of students within the stipulated time of completion of the postgraduate degrees.

Research Infrastructure

- In collaboration with the relevant units within the University (e.g. Library, Future Africa, Engineering 4 etc.) and outside (Statutory Councils, Government Departments, regional higher education institutions), facilitating access (by the University research community) to state-of-the art, world-class research infrastructure and the latest developments within disciplines.

Research Development

- Raise the profile of the University as a research-focused University, marketing research strengths/expertise, fostering research partnerships,

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supporting the University's research thrusts and taking overall responsibility for contract research management and consultancy.

Research Income

- Develop strategies to facilitate growth in the University revenue to support research-related activities;
- Manage the University's research budget and making recommendations to the University Research Committee on all matters pertaining to it;
- Work in close collaboration with all units within the University responsible for fundraising and develop strategies for fund-raising initiatives.

Policy Development and Quality Assurance

- Developing, gaining approval for and periodically revising research-related policies, which include, amongst other things, ethical behaviour and good conduct in research activities, creation and management of the research entities, plagiarism, authorship, intellectual property policy (creation, ownership, protection, commercialisation), limitation of liability of the University in respect of research projects, etc.;
- Ensure SAQA compliance regarding postgraduate studies, in collaboration with the Vice-Principal: Academic who bears overall responsibility in this area.

Relationship Management

- Monitor and communicate major changes in Government and Statutory Councils' research policies and developing strategies in response to such changes.
- Serve as an official contact person for all research-related communication between University and external bodies.

Leadership

- Provide leadership in the development and implementation of a Research Training Plan which addresses generic training for research students, funding, supervision, policies and procedures governing research education.

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- Provide leadership and support, in collaboration with Deans and Heads of Schools, in the development of young researchers and members from designated groups to be “research active”.
- Provide leadership in seeking the expert views and opinions of research leaders.
- Provide leadership in identifying emerging research areas that could be supported for development into University research thrusts.

General Management

- Manage and develop direct reports into a professional, high functioning team striving towards common goals.
- Provide leadership to direct reports and ensure that their teams can execute the University’s goals and objectives.
- Provide mentorship and nurture professional growth and autonomy for direct reports.
- Manage performance of the direct reports and ensure that set targets are achieved.
- Develop tracking metrics associated with the University’s strategic plan as well as provide ongoing communication regarding the progress on meeting milestones and objectives in the plan.
- Foster an environment for open communication and dialogue, including sharing of best practices and ideas that are challenging and innovative.

Committees

- The Vice-Principal: Research and Postgraduate Education is, ex officio, a member of the Council, the Executive Committee of Council, and Senate and is required to attend meetings of these bodies as scheduled. He/she is required to fulfil ceremonial and ambassadorial duties, such as attendance at graduation ceremonies and formal functions, and to deputise for the Vice-Chancellor when the need arises.
- The Vice-Principal: Research and Postgraduate Education may be required to chair or serve on other Committees from time to time.

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INHERENT CRITERIA:

Essential Criteria	Desired Criteria
A doctoral degree	Doctoral degree & management qualification
Minimum	Number of years
An established researcher with excellent academic scholarship	10 years
Experience in higher education environment	5 years
A good track-record in research	5 years
Experiencing in implementing systems and processes	5 years
Desirable	Number of years
An exceptional broad-based senior management experience in HE with a solid background in Research & Postgraduate Education	8 years

COMPETENCIES:

Competencies (Knowledge, Technical Competencies and Behaviours as supplied by UP)	
Knowledge	Proficiency Level
Academic scholarship	Advanced
Policy development and implementation	Advanced
Strategic leadership in research	Advanced
Excellent understanding of postgraduate education	Advanced
Technical Competencies	Proficiency Level
Knowledge of the legislation and practices governing research in higher education	Expert

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Fundraising acumen	Advanced
Ethics governing research	Expert
Negotiation skills	Advanced
Behavioural Competencies	
Excellent communication skills	
Assertiveness and excellent relationship management skills	
Ability to mentor direct reports	
A demonstrated commitment to professionalism and a strong work ethic	
A demonstrated commitment to high standards of integrity and accountability	
Highly developed analytical skills	

APPLICATION REQUIREMENTS:

- A comprehensive CV.
- An abridged CV.
- A self-evaluation on your suitability for appointment in the position.
- Your vision for the Faculty.
- Names and contact details of at least three referees.
- Certified copies of matric and degree certificates and identity document.

To apply please forward your application quoting reference number **AP575** to Genevieve Michel c/o vpup@talenting.co.za