

UNISA
Registrar



JOB DESCRIPTION

PORTFOLIO
Registrar

Job description is under review by UNISA

JOB TITLE

Registrar

A. IDENTIFYING INFORMATION	
JOB TITLE: Registrar	DATE: Aug 2017
DEPARTMENT: N/A	LINE MANAGER: Principal and Vice Chancellor
POST GRADE : P2	BASE LOCATION: Pretoria (UNISA Main Campus)
Organising Framework for Occupations (OFO) Code: 111202	JOB FAMILY: Academic and Student Support
Higher Education Management Information System (HEMIS) category: Executive/Administration/Management professional	
B. JOB SUMMARY: Describe the Purpose of your Job in 2-3 Sentences. (What and how do you do and why do you do it?)	
To provide leadership and strategic direction to the Academic, Enrolments and Administration Portfolio in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy.	
C. KEY DUTIES/RESPONSIBILITIES¹: Briefly describe the primary duties/responsibilities of your job in 5-8 bullet points. Please list these duties in order of importance and include the percentage of time spent or required for each activity.	
Key Performance Area 1 (20%): Strategy Direction and Planning 1. Providing input into the University's overall strategy. 2. Providing strategic direction and monitor the achievement of the Portfolio's strategy aligned to the overall ODeL 2016-2030 strategy 3. Overseeing the development, implementation and review of the Portfolio's strategy, plans, policies, procedures, practices, processes and systems. 4. Providing strategic direction to the development of the Portfolio's annual performance review as is required by the Department of Higher Education Training (DHET).	
Key Performance Area 1 (40%): Operational Leadership and Process Management 1. Providing strategic leadership regarding all the operations of the Portfolio from an overall perspective, which includes: • Student Affairs and Regional Services • Student Administration and Systems • Governance • Graduations; and • Student Discipline embedding financial sustainability through a green Institution-wide culture.	

¹ The weights are a guideline- the performance agreement should confirm the annual prescribed weights for each KPA on the performance agreement depending on the operational requirements for that year.

5. Enabling implementation of strategy through effective operational planning process and strategic programme management.
6. Provides strategic direction and leadership to ensure an effective student development strategy aimed at ensuring that Unisa has the necessary capacity to respond to student needs and to provide effective student development support inclusive of regulation, development governance, social development interventions, and graduate development services.
7. Promotes service excellence and student- and client-centeredness.
8. Provides strategic direction and leadership regarding the cohesive management of student administrative support from the pre-application to the graduation phase across the University, inclusive of student systems.
9. Provides strategic direction and leadership to ensure that the responsibility for ensuring equal access for students with disabilities becomes the collective responsibility of relevant stakeholders at UNISA.
10. Provides strategic direction and leadership to help ensure the achievement of the University's vision, mission and strategic goals and priorities by providing an innovative, professional and technically competent service in support of student support and an effective student relationship model.

Key Performance Area 3 (10%): Forecasting, Budgeting and Financial Management

1. Formulating strategy forecast cost implications that are linked to Institutional budgeting processes.
2. Coordinating and driving preparation of the Portfolio's budget for Institutional approval (including funding budgets and Initiative budgets).
3. Directing and overseeing the funding of the Portfolio operations and budgeted activities.
4. Overseeing and monitoring the portfolio expenditure within budgeted parameters and reporting on variances periodically.
5. Providing leadership regarding the compilation and management of the budget for the Portfolio.

Key Performance Area 4 (10%): People Management

1. Leading, mentoring and empowering employees and change within the Portfolio to promote high performance, optimal working environment and cost effective operations.
2. Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and ODeL 2016-2030 Strategy
3. Embedding sustainability through a green Institution-wide culture.
4. Driving a high performance culture by taking accountability for an effective and well-articulated performance management process.
5. Ensuring the resourcing of the Portfolio through recruitment and filling of positions to meet the operational requirements of the institution.
6. Promoting the positive employee relations and climate through employee engagement within the Portfolio.
7. Fostering an organisational culture and climate that is ethics and value driven
8. Providing strategic guidance in the implementation of the human resources policies, procedures and practices.

Key Performance Area 5 (20%): Governance and Reporting

1. Reporting on progress against strategic initiatives
2. Participating in Institutional governance structures
3. Managing the strategic relationships and networks with internal and external stakeholders
4. Overseeing, monitoring, evaluating operations and reporting to internal and external stakeholders

5. Overseeing and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
6. Promoting a context-relevant environmental, social and governance sustainability awareness and culture.

D. JOB SCOPE (where applicable): Identify confounding factors for your job e.g. (Other major indicators of the scope and complexity of your job)

Control of the following:

This position is responsible for five distinctive disciplines - it is leading the Student Affairs & Regional Services, Student Administration and Systems, Governance, Graduations and Student Discipline.

- **Categorisation:**
The function provide Primary Student Support and Institutional Support to the whole institution
- **Operating Expenses**
Its total operating expenses is estimated at R929 million (2016 stats)

The Registrar in terms of the Institutional Statute:-

- Serves as a member and as Secretary of Senate and its Committees and attends all meetings
- Serves as the Secretary of and acts as electoral officer of the Institutional Forum and attends all its meetings
- Is a member of and the Secretary of the Management Committee as well as the Extended Management Committee
- Is a member of the Convocation and its Executive Committee and maintains the roll of the Convocation
- Keeps a register of the resolutions of all committees and of its executive committees.

The Registrar renders Governance Services with the support of the Deputy Registrar: Governance who serves as Secretary of Council as provided for in section 26 (4) (b) of the Higher Education Act, Act No 101 of 1997 and as such performs the following duties as stipulated in the Institutional Statute:-

- serves as the secretary of Council and its committees
- acts as electoral officer at all meetings of council and its committees
- attends all meetings of council and its committees

Directs the administration of the annual programme and central scheduling of the diaries of members of decision-making committees at senior management level.

Acts as custodian and official authorised keeper for all university records and keeps the policies, rules register and the administration thereof in co-operation with the Legal Services Department.

E. ORGANISATION IMPACT/ LIAISON: Indicate interaction within and outside the University.

Internal Interaction:

- Principal and Vice Chancellor
- Vice Principals
- Chief Information Officer
- Extended Management Committee

- Chief Audit Executive
- Professional and Support Departments
- Executive Deans and Deputy Executive Deans of Colleges
- Members of Management Committees and Operational Committees
- Members of Senate and its committees

External Interaction:

- Members of Council and its committees
- Department of Higher Education and Training
- Other universities and Further Education and Training Colleges / Technical Vocational Education and Training Colleges
- Public/private external organisations
- Government Agencies
- Professional bodies
- Bodies where UNISA has Institutional membership

F. SUPERVISORY RESPONSIBILITIES: List the number, if any, and type (full-time, part-time, contract) of your direct reports; indicate the extent of your involvement in supervision including hiring, conducting performance reviews, and terminations as well as team leadership, coordination of work assignments and other indirect supervision. Please attach a copy of your current organization chart.

- Executive Director: Regional Services
- Deputy Registrar: Governance
- Deputy Registrar: Student Administration and Support Services
- Dean of Students
- Deputy Director: Records Management
- Deputy Director: Unisa Music Foundation
- Deputy Director: Registrar Operations Coordination
- Personal Assistant

G. COMPETENCIES/CAPABILITIES: List the competencies needed to successfully perform your job, including the number of years and type of previous work experience. Please do not describe your own skills and experience, rather it should be the minimum amount required to perform the job.

Competencies

Behavioural Competencies

- Change Leadership/ Management
- Leading and Supervising
- Politically Savvy
- Strategic thinking
- Stakeholder Management
- Communicating (oral and written)
- Collaboration and Teamwork
- Achievement Focused
- Innovation and creativity
- Rule orientation
- Problem Solving
- Analysis
- Resilience / perseverance / stress management
- Conflict Management

Technical Competencies

Knowledge, Skills and Abilities required for the successful accomplishment of the job, which includes:

- General management (including knowledge of applicable policies and procedures)
- Risk management
- King IV Report on corporate governance
- Budgeting and Financial Management, Policies and Procedures
- Change Management
- Performance Management
- Stakeholder Relationship Management
- Relevant Legislation
- Knowledge of Department of Higher Education and Training (DHET) regulations and other relevant regulations applicable to higher education institutions

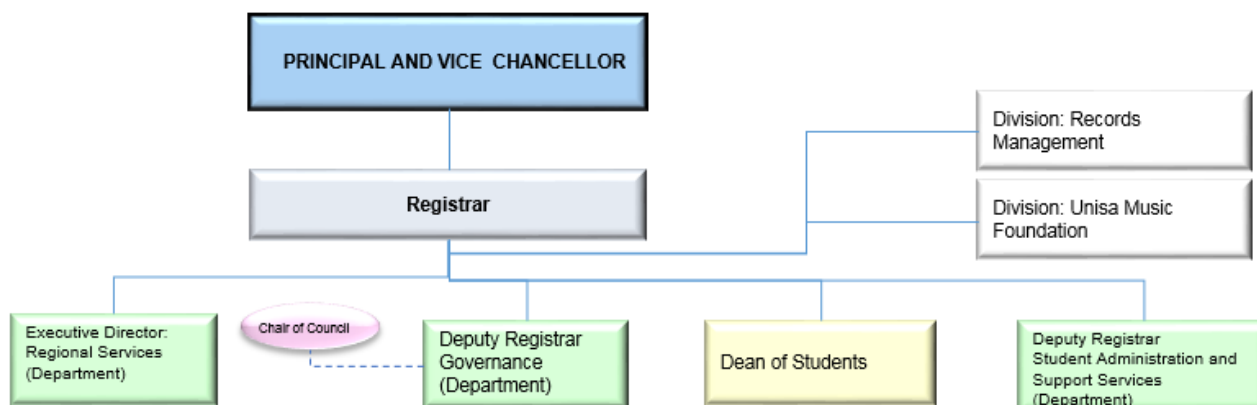
H. EDUCATIONAL REQUIREMENTS AND EXPERIENCE: Indicate the minimum education level and experience required to perform the job.

- **Qualification²**
Doctoral Degree
- **Experience**
Minimum **10 years'** relevant experience in Higher Education with at least **5 years** in an executive management role

I. WORKING CONDITIONS: Describe the risk of exposure to hazards in performing your job, and the types of hazards you face.

Normal office working conditions with normal local and international business travel

J. ORGANISATIONAL STRUCTURE



SIGNATURES³

Line Manager:

Date.....

² An equivalent combination of Postgraduate qualification and job-related experience may be an alternative to the qualification and experience.

³ There might be exceptions when it comes to signatories such as JDs for senior management, namely Post grade 4 and above JDs should be signed by among others the Executive Director: Human Resources

Job Incumbent: **Date**.....

HR Representative⁴: **Date**.....

Organisation Development & HRIS:..... **Date**.....

⁴ HR representative refers to an HR person in the shared service or business partnering operations model.