

JOB DESCRIPTION

REFERENCE NUMBER: AP593

JOB TITLE: Academic Dean, TSIBA Business School

LOCATION: Cape Town

BACKGROUND TO POSITION: The main objectives of this role are to:

- Drive TSIBA's human-centered Academic Vision by harnessing leading edge technology with innovative, educational epistemology.
- Ensure the quality assurance of the academic programmes in accordance with regulatory body (CHE; DHET; SAQA) requirements and in alignment with industry standards.
- Assert and share TSIBA's educational value through thought leadership activities, such as publication and webinars.
- Establish collaborative partnerships with the knowledge ecosystem, locally and internationally.
- Sustain the academic project as a strategic pillar within the TSIBA collective.

KEY PERFORMANCE AREAS:

Core

The core function of the Dean is to be the strategic, academic executive of the institution.

Vision and Programme Strategy (40%)

- Develop the Education Vision and ensure implementation.
- Combine synergy from intra- and extra-organisational role players whose skills sets and resources can add value to TSIBA's knowledge objectives.
- Develop and maintain TSIBA's standards of excellence across the 3 strategic pillars: Academics, Quality Assurance (CHE; DHET; SAQA) and Support (remediation; effectuation) ensuring academic staff and student well-being.

JOB DESCRIPTION

- Develop and Implement a Teaching and Learning Strategy underpinned by excellence, as well as TSIBA value aspirations, such as Paying it Forward.
- Maintain full Accreditation status with government bodies (DHET; CHE; SAQA).
- Develop and implement a Student Selection Policy.
- Set academic strategy for TSIBA's academic offerings in consultation with the Academic Advisory Council.
- Assess feasibility of new programmes and commissioning the development thereof.
- Review, moderate and benchmark programmes.
- Build stakeholder relationships with and including:
 - Governmental and related relationship bodies for national policy, regulations and funding in order to build visibility and enhance credibility;
 - Develop TSIBA's reputation as a highly regarded academic institution;
 - Relationships with other universities to ensure articulation of TSIBA programmes into undergraduate or postgraduate studies at a wide variety of institutions; Partnerships with other Higher Education institutions, locally and internationally;
 - Liaising with corporate partners regarding academic skills requirements.

Management (30%)

- Manage the Academic Team (solid line reports) and assume responsibility for their development and well-being.
- Manage the Academic Advisory Council as a strategic resource.
- Oversee Curriculum design, integration & delivery.
- Oversee Quality Assurance.
- Oversee Student Academic and Well-being Support.
- Proactively liaise with HR regarding succession planning.
- Ensure regular staff professional development fora.

JOB DESCRIPTION

- Manage the budget.
- Ensure strict academic standards, governance and ethical compliance.

Standard Setting (20%)

- Set academic and assessment policies and procedures for Academics and Students and ensure that these are implemented.
- Set the policy for amongst others, student recruitment, student progression and oversee the implementation thereof.

Committee Responsibilities (10%)

The role of Dean is an *ex officio* director position which requires assumption of the following tenured responsibilities:

- Member of the Board of Directors of TSIBA Education NPC.
- Hold and carry the responsibility of the institution's academic offerings (including highlighting risks and achievements) in its totality.
- Member of the Executive Committee of TSIBA Education NPC. As a member of TSIBA's "Exco", the Dean plays a strategic role in the overall well-being of the organisation and its alignment to the core education vision.
- Required to collaborate with TSIBA's Academic Advisory Council (subcommittee on Academic Affairs) as a body that guides TSIBA's academic integrity in its entirety.

Additional

- Participation in TSIBA's generic activities (e.g. student and applicant interviews) and events.
- Monitoring & Evaluation (described below).

INHERENT CRITERIA:

- A Master's degree is minimum with Education or Educational Technology as undergraduate majors (preferred).
- Minimum 5 years Management experience with project roll-out expertise (minimum).
- Minimum 10 years Academic curriculum development and lecturing experience at tertiary level.

JOB DESCRIPTION

- A respected academic in good standing.
- Knowledgeable on governmental and national policies pertaining to education.

Competencies Required:

- Action Orientation
- Assertiveness
- Communication - Written & Oral
- Conceptual & Strategic Thinking
- Initiative
- Staff Development
- Change Leadership
- Relationship Management

Attitude and Fit:

- Embraces and is aligned to TSIBA's human-centered educational philosophy and culture.
- Understands and can enhance the Unique Value Propositions of the Curriculum.
- Innovative and willing to try out new ideas.
- Committed to lifelong learning and personal development.
- Proactive and willing to generate, share and transfer knowledge.
- Able to work with young people and line reports at different levels in the organisation.
- Understands socio-economic contexts and their impact on students' lives.
- Is empathic, displays a high level of emotional intelligence and works well in a team.
- Has an excellent command of English writing and speaking skills.
- Self-motivated who takes ownership to develop and implement Academic Programmes at TSIBA.
- Independent worker who can work under pressure.
- Takes an active interest in business activities and is at ease in a corporate environment.
- Confident and at ease in a classroom/didactic context.

Monitoring and Evaluation:

Academic Advisory Council meets four times per year. Required to supply all related M&E stats as and when required.

JOB DESCRIPTION

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
- Certified copy of Identity Document or passport.
- A certified copy of SAQA
- Accreditation of any qualifications acquired outside South Africa
- Where applicable, valid General Work Permit or Critical Skills Permit.

To apply please forward your application quoting reference number **AP593** to Genevieve Michel c/o Dean@talenting.co.za