

COLLEGE OF ACCOUNTING SCIENCES

SCHOOL OF ACCOUNTANCY

DEPARTMENT OF AUDITING

CHAIR OF DEPARTMENT

(Ref: CAS/COD/AUD/BM/10-2023)

A CANDIDATE WILL BE APPOINTED IN A SUBSTANTIVE POSITION, EITHER AS AN ASSOCIATE PROFESSOR OR SENIOR LECTURER, AND WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT

UNISA is a publicly funded Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for a position in the COLLEGE OF ACCOUNTING SCIENCES.

To be considered for a position, applicants must meet all the generic requirements plus the specific requirements as stated for the position. If found suitable for appointment, Unisa may offer an applicant appointment in a position at a level commensurate with qualifications and experience.

THE INCUMBENT WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT WHICH IS A TERM APPOINTMENT FOR A PERIOD OF THREE YEARS.

The Chair of Department (CoD) is accountable for the provision of strong academic leadership in line with the vision, mission, values, principles and codes of practice of UNISA, as well as its Strategic Plan. Through effective leadership, management and development of the department, the achievement and maintenance of the highest possible standards of excellence in all activities of the department must be ensured.

Applicants should include a full length CV indicating in detail to what extent their qualifications and experience meet the requirements of the post as set out below.

Requirements for the Chair of Department position:

- Applicable qualification in the field of Accounting Sciences at NQF level 9 (Masters' degree)
- Registered for Doctoral degree
- Registration with any of the recognised accounting professional bodies (including auditing, management accounting and taxation)
- A minimum 6 years relevant experience in higher education and academia; and/or relevant industry based or commercial experience with at least two (2) years management experience in an academic leadership role
- Knowledge of supervisory principles
- Knowledge of contract management principles and practices. Basic budgeting principles and practices
- Understanding of project management principles and practices, applicable software systems and applicable digital production equipment
- Knowledge of eLearning principles and practices
- Understanding of the requirements and practices of the accounting profession
- Knowledge of current and emerging educational technology

Demonstrated skill in:

- High quality, standard-based online course design and development
- Conducting online quality course design reviews
- Coordination of projects, tracking and reporting on project status, teamwork, leadership, innovation and delivery of consistent quality products within established timelines
- Developing, recommending, implementing and monitoring policies, procedures and workflow
- Preparing a variety of reports related to operational activities, including statistical analysis
- Evaluating the quality of production materials and services and monitoring the production budgets
- Working with diverse academic, cultural and ethnic backgrounds of community, college, students and staff

- Ability to utilise computer technology for communication, data gathering and reporting activities
- Ability to communicating effectively through oral and written mediums
- Ability to take decisions even in difficult situations

Duties

- The incumbent in collaboration with the School Director and college management will establish the vision and goals, and oversee the work plans for the departments eLearning program
- Supports the development of strategic offerings/initiatives, related policies and procedures, program promotion and ensures compliance with accessibility regulations
- Planning, implementing and managing the online course development process including department training, instructional design and quality course design reviews
- Planning and overseeing the implementation of department professional development programs relating to best practices in online teaching and other academic initiatives to support student success and completion through the assistance of the Facilitation and Learning department (Centre for Professional Development)
- Overseeing the departments' mentoring program
- Implementing the objectives of the college's operational plan and reporting on the targets
- Implementing the transformation objectives of the college and the institution
- Developing and implementing plans that address accessibility in online instruction, which includes compliance with regulations, support and training in designing accessible course materials, problem-solving to address accommodation requests from students or adaptation of course materials
- Supervising academic, professional, technical/support staff and casual/student workers
- Ensuring the efficient management and administration of the Department, including the effective utilisation of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care for Unisa property
- Researching, developing and facilitating quality training opportunities for new and continuing use of technology in instruction
- Researching and implementing new instructional strategies to remain competitive in the delivery of education
- Researching emerging technologies and their application to teaching and learning
- Planning, managing budgets and evaluating projects and productions for the Department of Higher Education and Training (DHET) ensuring the integration of activities with the departments' online and operational functions

Recommendations:

- Evidence of involvement in engaged scholarship will be a strong recommendation
- Evidence of involvement in the national and international wider academic community and professional associations
- Evidence of fluency in the use of on-line delivery platforms
- Completed assessor training
- Knowledge of the Higher Education Qualification Sub-Framework (HEQsF).
- Exposure to and/or experience in Open Distance Learning
- Any evidence of student or peer evaluation from another institution will be an advantage
- Experience in high-level liaison with external stakeholders, interested parties and professional bodies
- Extensive evidence of a high degree of involvement in departmental, school, college and University committees including task teams and voluntary associations

ACTIVITY:

OPEN THE LINK BELOW FOR MORE INFORMATION ON APPOINTMENT CRITERIA:

[Department of Auditing.pdf](#)

Shortlisted candidates will be requested to make a 10 minutes presentation on a topic to be provided.

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| Assumption of duty | : As soon as possible |
| Allowance | : Remuneration is commensurate with the seniority of the position |
| Enquiries | : Ms B Mocumi : 012 429 2582 |
| Closing Date | : 09 August 2023 |

- Your **APPLICATION FORM FOR A PERMANENT ACADEMIC POST** must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months);
 - all educational qualifications (certified copies within the previous six months);
 - academic transcripts/records (certified copies within the previous six months);
 - proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months);
 - **for ACADEMIC POSITIONS** a teaching statement (refer to page 1 of advertisement).
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant.
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation(s).*



- **We welcome applications from Persons with Disabilities**



NB: Applications must be submitted to the following **Email Address:** cas1pa@unisa.ac.za indicate the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be sent separately.



All applications should be emailed before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful