

# UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: TEACHING, LEARNING, COMMUNITY ENGAGEMENT AND STUDENT SUPPORT**

**DEPARTMENT: ACADEMIC PLANNING**

**DIRECTORATE: PROGRAMME ACCREDITATION AND REGISTRATION (DPAR)**

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**FIVE (5) YEAR CONTRACT**

**(Ref: Director/DPAR/P4/AIM/2023)**

The University of South Africa (UNISA) is a dedicated distance Higher Education institution which is funded by the Department of Education and Training in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODeL +) Institution which offers a variety of academic and career-focused programmes, UNISA is inviting applications for the position of **Director: Programme Accreditation and Registration**.

The purpose of the **Director: Programme Accreditation and Registration** is to plan and direct the programme approval, accreditation, and registration functions in accordance with relevant legislation and in alignment with the Institution's Open Distance and e- Learning (ODeL) 2016-2030 strategy.

## **Key Performance Areas**

### **Key Performance Area 1 : Strategic Direction and Alignment**

- Participating in the development of the academic plan and model for academic services in the university.
- Providing input in the development of the departmental strategy and communicating accordingly.
- Leading and managing the development of the directorate's operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation.
- Leading and managing quality assurance activities within the programme accreditation function, promoting programme quality, integrity, and credibility of the UNISA PQM
- Leading and managing the development and reviewing of policies, processes, practices, procedures and systems.
- Leading and managing the development of the directorate's annual performance review.
- Providing direction in the directorate's area(s) of specialisation.

### **Key Performance Area 2 : Operational Leadership and Process Management**

- Providing leadership regarding all the operations of the directorate from an overall perspective, which includes the:
  - management of the total approval process (internal and external) of qualifications, accreditation, and registration of relevant academic programmes, inclusive of the:
    - adherence/incorporation of National and professional body standards, regulatory and accreditation requirements, visits and reporting in collaboration with relevant role players
    - administering of the Programme Qualification Mix (PQM) and obtaining of external approval

- verification that all regulations are adhered to prior to submission for accreditation in terms of content, exit levels, credits etc
  - management of the Academic Information Management System (AIMS) and the timeous capturing of the academic structure and qualifications
  - maintenance of relevant academic calendar matters
- Participating in Curriculum and Learning Development (team approach) where required.
- Analysing international and national trends and practises (with specific reference to applicability in an CODEL context) within the field of responsibility.
- Ensuring that a culture supportive of Open Distance and E-Learning is created and maintained in all services.
- Ensuring that the directives and structure of programmes are aligned in order to ensure that programmes are approved, accredited and registered .
- Ensuring the efficient functioning of the Academic Information Management System (AIMS).
- Ensuring that legitimate and efficient quality controlled processes regarding to Programme Accreditation and Registration are followed.
- Keeping abreast of the external regulatory environment that governs the university e.g. Department of Higher Education, South African Qualifications Authority and the Council on High Education and acting accordingly.
- Overseeing the implementation of qualification and module changes in the department.
- Ensuring the implementation of relevant quality mechanisms in the field of responsibility.
- Providing guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation.
- Driving the implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility.
- Managing the relationships and networks with internal and external stakeholders.
- Participating in relevant University committees (professional citizenship).

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

- Compiling and managing the functional budget in line with the portfolio and Institutional budget.
- Overseeing and monitoring functional expenditure within budgeted parameters and reporting on variances periodically.
- Leading and overseeing the funding of functional operations and budgeted activities.
- Managing the process of allocation of financial resources within the directorate.
- Embedding financial sustainability through a green Institution-wide culture.
- Managing the function's resources sustainably in accordance with financial principles.
- Authorising the procurement of the services of contractors, office stationery and equipment in alignment with budget.

#### **Key Performance Area 4 (10%): People Management**

- Leading , mentoring and empowering employees and change within the directorate to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Embedding sustainability through a green Institution-wide culture.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Monitoring the resourcing of the directorate through recruitment and filling of positions.
- Ensuring and monitoring that all staff in the directorate are trained, skilled, retained and that their expertise is optimally applied.
- Establishing a positive, healthy, and safe work environment and culture in accordance with the Transformation Charter and ODeL 2016-2030 strategy
- Fostering an organisational culture and climate that is ethics and value driven.
- Leading implementation of the human resources policies, procedures, and practices.
- Builds a robust, effective leadership pipeline, succession, and capacity.

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

- Monitoring and reporting on progress against functional initiatives.
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies.
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums.
- Compiling reports on the Directorate's performance at the required intervals reflecting all relevant statistics.
- Maintain a safe and secure environment/system for the operation of the Directorate.

## Requirements

### Qualification

- Minimum Masters' Degree in Education/Higher Education or appropriate field and registration with relevant professional body where applicable

### Experience

Minimum **10 years** of relevant Higher Education work experience with at least **5 years** in a management role

**Assumption of duty:** As soon as possible  
**Salary:** Remuneration is commensurate with the seniority of the of the Position

**Closing Date:** 24 March 2023

**Enquiries:** Mr Godwin Murerwa – 078 111 9007/011 7641052 application can be forwarded by email to: [godwin@skillplace.co.za](mailto:godwin@skillplace.co.za)

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications.
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided. Short-listed candidates will be required to prepare a presentation on the interview date.

The detailed advertisement together with the prescribed application form can be found on the UNISA website (<http://www.unisa.ac.za/vacancies>). UNISA is not obliged to fill an advertised position. Late, incomplete, and incorrect applications will not be considered. Recommended candidates might be subjected to competency assessment

We welcome applications from Persons with Disabilities



***Appointments will be made in accordance with UNISA's Employment Equity Plan and other applicable legislation.***