

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: TUITION SUPPORT AND FACILITATION OF LEARNING

POSITION: DIRECTOR INSTRUCTIONAL SUPPORT AND SERVICES (P4)

(5-YEAR FIXED-TERM CONTRACT)

(Ref: DIR: DISS/TSFL/AIM/09/2022)

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: Instructional Support and Services**.

The purpose of the position is to formulate and execute the plans of the Directorate in line with the UNISA 2016-2030 Strategy and CODEL Business Model.

KEY DUTIES/RESPONSIBILITIES

KPA 1: Strategic Direction and Alignment

- Developing operational plan and KPI's in support of the departmental strategy in support of the institution's overall vision and strategy.
- Executing the directorate's operational plan and procedures to support the CODEL 2016-2030 Strategy.
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan.
- Implementing UNISA's transformation pillars.

KPA 2: Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - The provision of effective instructional programmes, inclusive of the:
 - Regulation and facilitation of an environment that promotes a total student experience in the areas of recognition of prior learning (RPL), experiential learning processes (EL) and tutorial services,
 - Management of the myModules portal,
 - Management of the integrated tutor model (ITM),
 - Contracting Digital Access Centres (formerly referred to a Telecentres) for extending student access to technology, and
 - Management of student module evaluations.
 - The provision of academic development services.
 - Provision of academic and allied professional staff development services:
 - Promotion and advocacy of professional development in the university, and
 - Provision of capacity development services for new and current academics and allied professional employees.
 - Management of student academic development activities.

- Conducting research and 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 Comprehensive Open Distance and E-Learning is created and maintained in all services.
- 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 act accordingly.
- Ensuring the implementation of relevant quality mechanisms and plans in the field of responsibility.
- Providing guidance, expertise, and advice to the Management on trends, best practice and applicable policies and legislation.
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate.
- Promoting intergroup collaboration.
- Contributing to relevant strategic focus areas of UNISA's strategy (2030).

KPA 3: Forecasting, Budgeting and Financial Management

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA
- Compiling and managing the directorate's budget in line with the departmental budget.
- Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically.
- Managing the process of allocation of financial resources within the Directorate.
- Managing the function's resources sustainably in accordance with financial principles.
- Authorising the procurement of relevant services, equipment, and materials.
- Safeguarding the assets allocated to the Directorate.

KPA 4: People Management

- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Ensuring a high-performance culture in the directorate through taking accountability for an effective and well-articulated performance management process.
- Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs).
- Establishing a positive, healthy, and safe work environment and culture in accordance with the Transformation Charter.
- Directing implementation of the human resources policies, procedures, and practices.
- Building a robust, effective talent and leadership pipeline, succession, and HR capacity.

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against operational initiatives.
- Monitoring and reporting on legislative and statutory compliance.
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
- Ensuring the development and implementation of policies and procedures.
- Compiling regular reports to Council, its committees, and other relevant structures.
- Participating in the annual performance review.
- Identifying risks relating to the field of responsibility, develop and implement mitigating strategies.
- Documenting and reporting on directorate specific matters.
- Ensuring proper record keeping of all aspects within field of responsibility.

REQUIREMENTS

Qualification

- Minimum Master's Degree in the field of Higher Education/ ODeL e.g., e-Learning, technology enhanced teaching and learning, and registration with relevant professional body where applicable.

Experience

- Minimum of 10 years' 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 the position

Enquiries: Mr. Godwin Murerwa 011 764 1052 / 078 111 9007

Application can be forwarded by email to: godwin@skillplace.co.za

Closing date for applications: 02 December 2022

Please send a Letter of Application, a completed application form, a comprehensive Curriculum Vitae, and copies of:

- 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.
- UNISA is not obliged to fill an advertised position.
- Late, incomplete, and incorrect applications will not be considered.
- We welcome applications from persons with disabilities.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Recommended candidates might be subjected to competency assessment

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