

UNIVERSITY OF SOUTH AFRICA

GRADUATE SCHOOL OF BUSINESS LEADERSHIP (SBL)

DEPARTMENT: ACADEMIC DIRECTORATE

PERMANENT APPOINTMENT

MANAGER: RESEARCH AND INNOVATION (P6)
(Midrand Campus)

Ref : Man/Res&Innov/P6-CBN

The purpose of the job is to provide academic leadership, management and administrative services in support of ethical and scientifically sound research and innovation in the SBL. The incumbent will further oversee and assist with Research Community Engagement and participate in Academic Citizenship.

Requirements:

- Honours' Degree or BTech or Postgraduate Diploma or Advanced Diploma plus 10- years' experience relevant to the research environment, research project management or research ethics, of which two years must be in a supervisory capacity; or
- Masters' Degree or MTech or MBA or MBL plus 8 - years' experience relevant to the research environment, research project management or research ethics, of which two years must be in a supervisory capacity; or
- Appropriate PHD plus five (5) years' experience relevant to the research environment, research project management or research ethics, of which two years must be in a supervisory capacity
- A track record of publications in accredited platforms
- Experience in leading, managing, organising and research administration
- Experience in proposal writing to attract research funds
- Knowledge and understanding of the higher education environment
- Excellent working knowledge of university structures as well as research and innovation related policies and procedures
- Experience in conflict resolution and problem solving

- Experience in report writing
- Computer literacy in MS Office suite

Recommendation

Research experience in the Business School environment

Duties:

- **Leadership, Management and Research Ethics**
Facilitate and manage the development of ethical research and innovation culture in the SBL. Oversee and monitor the implementation of the Policy on Research Ethics. Promote SBL's Research Strategy.
- **Organisation and Administration**
Coordinate activities related to the research funding and proposal writing. Administer M&D applications, online mentoring and related examination processes. Ensure the rendering of high-level administrative support for all research and innovation functions in the SBL. General research office management., including, management of ethical processes, Doctoral colloquial and other College research activities
- **Research Community Engagement**
Support the building of an enabling community engagement/ engaged scholarship environment in the SBL. Oversee and enhance research-related community engagement / engaged scholarship and ensure quality assurance of all research related community engagement / engaged scholarship initiatives in the SBL.
- **Academic Citizenship**
Participate actively in various Committees of the SBL as well as external committees. Maintain involvement with professional, national and international bodies/boards and/or editorial committees, boards of scientific platforms, etc.

Assumption of duty : As soon as possible

Allowance : Remuneration is commensurate with the responsibilities attached to the position

Closing Date : **28 July 2023 @16h00**

Enquiries : sblhr@unisa.ac.za

HOW TO APPLY:

The completed prescribed application form must be accompanied by comprehensive curriculum vitae and certified copies (within the previous six months) of:

- all educational qualifications.
- identity document; and
- proof of the South African Qualifications Authority (SAQA) verification of foreign qualifications.
- The prescribed application form can be found on the Unisa website (www.unisa.ac.za).

Applications must be submitted via an email which clearly indicates the Reference number of the Manager: Research and Innovation position in the Subject as follows:

- **Ref: Man/Res&Innov/P6-CBN**
- **Applications should be emailed to sblhr@unisa.ac.za**
- 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.
- UNISA is not obliged to fill an advertised position.
- Late, incomplete, and incorrect applications will not be considered.
- Appointments will be made in accordance with SBL's Employment Equity Plan and other applicable legislation.

We welcome applications from Persons with Disabilities 

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