

OFFICE OF THE PRINCIPAL AND VICE CHANCELLOR

DEPARTMENT: LEADERSHIP AND TRANSFORMATION

**POSITION: EXECUTIVE DIRECTOR: LEADERSHIP AND TRANSFORMATION
FIVE (5) YEAR CONTRACT**

(REF: ED/DLT/OPVC/GRM/2023)

University of South Africa (UNISA) is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open Distance and e-Learning (CODeL +) Institution offering a variety of academic and career-focused programmes, UNISA is inviting applications for the position of **Executive Director: Leadership and Transformation P3**.

Purpose of the Position

The purpose of this position is to provide leadership and strategic direction to the Leadership and Organisational Transformation function which includes to facilitate and drive transformation agenda and initiatives across the University and coordinate legislative reporting requirements involving transformation and employment equity in alignment with the University's Open Distance and e-Learning (CODeL) model and the 2016-2030 strategy.

KEY PERFORMANCE AREAS

KPA 1: Strategic Direction and Alignment

- Leading and developing the functional strategy and objectives in line with the Institutional CODeL 2016-2030 Strategy.
- Developing functional operational plans and KPI's in support of the function's strategy and the institution's overall vision and strategy.
- Driving the implementation of the functional strategy, plans and procedures to compliment and support the CODeL 2016-2030 Strategy.
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET).

KPA 2: Institutional Transformation

- Manage the following broader change Leadership and Transformation areas:
 - Scholarship transformation
 - Employment Equity
 - Culture change and transformation
 - Governance, Leadership and Management transformation
 - Leadership Systems and Policies Transformation
- Facilitating and driving the strategic transformation and change agenda at the university by promoting debates on decolonisation, indigenisation, diversification/ differentiation and Africanisation of the university as well as its operations to ensure substantive social and cultural transformation.
- Assuming the responsibility for the coordination of all legislative and regulatory requirements in terms of the broader transformation agenda.
- Defining and articulating change and transformation
- Catalyzing and galvanizing transformation
- Advocacy for transformation
- Facilitation and leading of dialogues and conversations on transformation discourse
- Supporting and facilitating change and transformation initiatives
- Doing research on transformation
- Analysis of transformation trends

- Documenting and reporting on transformation to internal and external stakeholders
- Developing a Transformation Plan that fosters a shared and inclusive understanding of transformation and employment equity (EE) aligned to the University's transformation agenda
- Overseeing the integration of B-BBEE transformation, employment equity and diversity and inclusion across the University as part of a holistic transformation strategy
- Facilitating the provision of equitable access to the University, facilitate social integration and student equity including sustainability initiatives
- Facilitating the integration of organisational transformation aspects in functional strategies and plans
- Developing Transformation Plan that engages a diverse student body of the University
- Leading the capacity building and training activities to support Institutional transformation
- Identifying risks relating to organisational transformation and develop mitigating strategies

KPA 3: 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
- Directing and overseeing the funding of functional operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles.

KPA 4: People Management

- Managing performance which includes conducting annual performance reviews of staff in accordance with the performance management process, and monitor overall performance of the Institutional Advancement function on an ongoing basis
- Coaching and mentoring staff as appropriate to improve performance
- Directing 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 and CODEL 2016-2030 strategy
- Directing implementation of the human resources policies, procedures and practices
- Determining staff requirements for the department which includes resourcing of programmes and initiatives

KPA 5: Governance and Reporting

- Monitoring and report on progress against functional strategic initiatives
- Monitoring and reporting on legislative and statutory compliance as defined by Government
- Promoting sound institutional governance and participating in Institutional governance structures
- Directing the development and implementation of policies and procedures of the function

Requirements

Qualification

- PhD Degree in appropriate field and registration with relevant professional body where applicable.

Experience

- Minimum 10 years' relevant experience with at least 5 years in a middle management role.

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the of the Position

Closing Date: 22 October 2023

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.

Enquiries:

Mr. Godwin Murerwa – 078 111 9007/011 764 1052

- The Application can be forwarded by e-mail to: godwin@skillplace.co.za
- Interested candidates should send a detailed cover letter indicating their suitability for the position. The completed prescribed application must be accompanied by a comprehensive Curriculum Vitae, and certified copies (**within the previous six months**) of the following documents:
 - All educational qualifications;
 - Academic transcripts/records
 - Identity document; and
 - Proof of SAQA verification of foreign qualifications, where relevant.
- The detailed advertisement together with the prescribed application form can be found on the UNISA website (<http://www.unisa.ac.za/vacancies>).
- 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.
- 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.