

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: OPERATIONS AND FACILITIES

DEPARTMENT: PRINT PRODUCTION, SUPPLY AND DISTRIBUTION

POSITION: EXECUTIVE DIRECTOR: PRINT PRODUCTION, SUPPLY AND DISTRIBUTION FIVE (5) YEAR CONTRACT

(REF: ED/PPSD/OF/GRM/10-2023)

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: Print Production, Supply and Distribution P3**.

Purpose of the Position

The purpose of this position is lead, direct, and provide strategic direction to Print Production, Supply and Distribution Department, in accordance with the Institution's strategy and CODEL Business Model.

Key Performance Areas

KPA 1: Strategic Direction and Alignment

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and CODEL Business Model
- Conceptualising, designing operational plans and KPI's in support of the portfolio's strategy and the institution's overall vision and strategy.
- Leading the implementation of the departmental strategy, plans and procedures to support the CODEL 2016-2030 Strategy

KPA 2: Conceptualisation, Leadership and Execution

- Providing strategic and thought leadership regarding all operations of the department from an overall perspective, which include the planning, coordinating, designing, production and dissemination of quality printed learning material.
- Conceptualising, designing, and implementing effective group and intergroup work and information systems.
- Ensuring effective business development and continuous improvement initiatives
- Ensuring that processes and procedures meet changing business requirements.
- Setting the scene for collaboration with multiple departments to support the student walk process
- Overseeing execution of strategic, tactical, and operational processes and procedures to meet the business expectations of safety, quality, delivery, and cost.
- Conceptualising business development processes and infrastructures to support growth, efficiency, and profitability.
- Establishing environmental sustainability through a green Institution-wide culture.

KPA 3: Forecasting, Budgeting and Financial Management

- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes.

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically
- Directing and overseeing the funding of departmental operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles

KPA 4: People Management

- Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process.
- 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
- Directing implementation of the human resources policies, procedures, and practices
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives.

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against departmental strategic initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Guiding the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees, and other relevant structures
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)
- Identifying risks relating to the field of responsibility and develop mitigating strategies
- Documenting and reporting on departmental specific matters to internal and external stakeholders.
- Ensuring proper record keeping of all aspects within field of responsibility

Requirements

Qualification

- Minimum of Master's Degree and registration with relevant professional body where applicable

Experience

- Minimum 10 years' relevant experience in Higher Education of which at least 5 years is 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.