

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: INSTITUTIONAL DEVELOPMENT

DEPARTMENT: INSTITUTIONAL ADVANCEMENT

**POSITION: DIRECTOR: UNISA FOUNDATION AND
ALUMNI AFFAIRS (P4)**

(5-YEAR FIXED-TERM CONTRACT)

(Ref: DIR: UFA/ID/IA/AIM/09/2022)

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: Unisa Foundation and Alumni Affairs (P4)**.

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 ODeL 2016-2030 Strategy
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan
- Providing direction in the directorate's area(s) of specialization
- Ensuring fundraising and development strategies and plans for regional offices, Alumni Relations and convocation

KPA 2: Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - The Unisa Foundation
 - Alumni Relations
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration
- Positioning the university in relation to national and international donor focus areas and supports
- Establishing new and maintaining on-going relationships and partnerships with donors, foundations government and civil society to advance various projects and programmes
- Monitoring the implementation of programmes and projects
- Ensuring that awareness is raised for programmes and projects of the university along with the mission and vision

- Representing the university at all Planning and Steering Committees/Advisory board aligned to fundraising and advancement matters
- Representing the Directorate Unisa Foundation and Alumni Relations at public occasions and meetings
- Positioning UNISA in the national arena in the areas of scholarship, research, publications, skills development and capacity building

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
- Developing and securing funding for Capital Infrastructure projects
- Identifying and pursuing all appropriate revenue sources and coordinate fundraising and development activities

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
- Fostering an organisational culture and climate that is ethics and value driven.

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
- Producing annual donor audit report and annual audited statements on all fundraising and development activities

Requirements

Qualification

- Minimum of Bachelor Honours Degree/Postgraduate Diploma/ Professional Bachelor's Degree and registration with relevant professional body where applicable

Experience

- Minimum **10 years** of relevant 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 position

If interested, please refer all applications to mavhuai@unisa.ac.za submitting your comprehensive C.V. and certified copies of qualifications.

Closing date for applications: 04 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.

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