

ADVERTISEMENT

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: INSTITUTIONAL DEVELOPMENT

POSITION: DIRECTOR: INTERNATIONALISATION AND PARTNERSHIPS

(5-YEAR FIXED-TERM CONTRACT)

(REF: DIP/IA/ID/GRM/09-2022)

Unisa is publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Internationalisation and Partnerships P4**.

Main Outputs and purpose for this position.

To formulate and execute the plans of the Directorate in line with the Unisa 2016-2030 Strategy and ODeL Business Model. The Director of Internationalisation Partnerships is an important link between the Portfolios Teaching and Learning and Research and Innovation as well as other areas of Internationalisation within the university including the University's strategy initiatives in relation to internationalisation.

The Director will work with the VPs and Deans falling under these Portfolios as well as a wide range of other colleagues within and beyond DIA to ensure that the Department and University internationalisation and partnerships ambitions are developed, supported, and promoted in accordance with the University strategy.

The role also looks at strengthening partnership with Professional bodies and associations.

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

KPA 2: Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - Benefactor and partnership opportunities
 - Community relationships
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration
- Ensuring benefactor and beneficiary partnership opportunities to support teaching and learning, research, and community engagements
- Managing relationships and agreements with Technical Vocational Education and Training (TVET) colleges
- Managing and maintaining relations with Government
- Developing and maintaining community relationships
- Developing and overseeing implementation of memoranda of understanding or specific agreements with other Institutions, locally and internationally
- Developing and maintaining engagement by the Institution's Colleges or Portfolios, and provide support for programmes implicated in the agreement
- Coordinating activities that comprise the relationship, such as initiating publicity and communicating information to other institutions
- Strengthening existing collaborations to ensure the partnerships are beneficial to all parties.
- Ensuring Compliance to enable senior management to make wise business decisions through monitoring changes in relevant government regulations.

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

Qualifications

- 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.