

## RE-ADVERTISEMENT

### UNIVERSITY OF SOUTH AFRICA

#### PORTFOLIO: REGISTRAR

#### DEPARTMENT: DEPUTY REGISTRAR: STUDENT ADMINISTRATION AND SYSTEM INTERGRATION

#### POSITION: REGIONAL DIRECTOR: WESTERN CAPE REGION (P4) FIVE (5) YEAR FIXED TERM CONTRACT

(Ref: REGDIR/WC/bila2023)

Unisa is the only 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 student support programmes. Unisa is inviting applications for the position of **Regional Director: Western Cape Region**.

#### **Purpose of the job**

The purpose of this position is direct and oversee the execution of policies, strategies, programmes, plans, systems processes and procedures in the Region, in accordance with relevant legislation and alignment with the strategic objectives of the Institution. This position will ensure efficient and effective facilitation of learning and thus, through academic and student support to students, improve the throughput and retention rate of all students registered with the institution.

#### **Roles and responsibilities include:**

#### **Strategic Direction and Alignment**

- Driving and directing the development of the Region's operational plans and objectives in line with portfolio strategy, in accordance with relevant legislation.
- Driving and directing the development and reviewing of policies, processes, practices, procedures and systems.
- Forging relations with portfolios, other regions, colleges, departments and other units to ensure alignment with institutional plans and processes.
- Inform and advice Unisa on Regional opportunities and needs, educational developments and relevant political, social and economic changes in the region and or foreign country (in the case of a regional office outside RSA), both in the short and long term.

#### **Operational Leadership and Process Management**

- Providing leadership regarding all the operations of the Region from an overall perspective, which includes:
  - The provision of Academic Support services
  - The provision of Facilities Support services
  - The provision of Regional services
  - The provision of Student Administrative services
- Providing guidance, expertise and advice to Management on trends, best practices and applicable policies and legislation to the relevant Committees.
- Ensuring that regional operations meet all goals, targets and timelines and creates value for institutional and ensuring credibility.

#### **Regional Services**

- Conducting a regional needs assessment for support services.
- Directing regional quality processes including organisational performance, projects and programmes.
- Managing the provision of a quality learning experience for all students including students with disability in the country that will enhance access, retention and throughput by providing relevant quality learner support services.

#### **Forecasting, Budgeting and Financial Management.**

- Compiling and managing the Regions budget in line with the portfolio and institutional budget and also monitoring expenditure and reporting on variances periodically.

### **People Management**

- Directing, mentoring and empowering employees and change management within the Region to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and CODEL 2016-2030 strategy.

### **Governance and Reporting**

- Overseeing development and submission of internal and external reports, assessment and evaluation of programmes and initiate improvements.
- Recommending, overseeing, developing and implementing student services policies, procedures and practices which foster and promote student learning and success.
- Monitoring and reporting on legislative and statutory compliance as defined by government.
- Promoting sound institutional governance and assuming accountability for the development and implementation of policies and procedures for all business processes.

### **Requirements**

- Minimum: Master's Degree or equivalent.
- Experience: minimum **10 years** work experience in the relevant field with **at least 5 years** in a management position

### **Technical Competencies**

- Teaching learning and research
- Open Distance and electronic Learning (CODEL)
- Computer Literacy
- Facilitation of learning
- Administrative systems
- Human Resources
- Operations management
- Higher Education and Training
- Strategic Management

### **Behavioural Competencies**

- Change Leadership/ Management
- Leading and Supervising
- Strategic thinking
- Stakeholder management
- Communicating (oral and written)
- Problem solving
- Intergenerational and diplomatic sensitivity

**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](mailto: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.
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- 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.***