

**UNIVERSITY OF SOUTH AFRICA
DEPUTY EXECUTIVE DEAN: COLLEGE OF EDUCATION
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DED/CEDU/CBNM/2017)

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 and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Deputy Executive Dean: College of Education.

Key Responsibilities

- Provide strategic advice on own area of responsibility to the Executive Dean and UNISA Management, as well as other areas as requested, through relevant consultation, conceptualization, formulation and tabling of proposals and recommendations for decision-making.
- Support College plans and implement strategies ensuring alignment with university objectives in the primary focus areas of
 - Research, Innovation and Postgraduate Studies;
 - Teaching, Learning and Student Support;
 - Community Engagement.
- Assist the Executive Dean to oversee implementation of the academic plans in the College.
- Champion transformation in the College and the University aligned to the UNISA Transformation Charter and the vision of the University.
- Assist the Executive Dean to
 - Provide leadership and guidance, monitor and advance employment equity, diversity and talent management ;
 - Cultivate a collaborative and high performing College Management Team;
 - Establish a culture of collaboration, performance, accountability and stewardship through the IPMS aligned with UNISA Strategic Plan, the Transformation Charter and the C's + 1.
- Oversee the implementation of the Annual Performance Plan (APP) and the College Plan.
- Review academic processes and ensure student centredness.
- Develop an integrated strategy for corporate social responsibility in respect of economic, social and environmental areas in line with King III and UNGC principles.
- Regularly review and enhance organisational architecture in line with institutional strategy and the Open Distance e-Learning (ODEL) model that charts synergies between technology, human capacities, processes, infrastructure and organisational culture.
- Assist the Executive Dean to:
 - Simplify, streamline, and optimise the College programmes Qualification Mix (PQM);
 - Regularly review / develop relevant curricula to promote innovation and reinvigorate 'graduateness';
 - Review assessment processes for greater balance between formative, summative and alternative assessment;
 - Increase innovative research, research capacity and postgraduate supervision capacity
 - Inculcate Multidisciplinary, Interdisciplinary and Transdisciplinary (MIT)) research, epistemologies, methods and programmes;
 - Redefine scope and extent of community engagement in the context of ODeL;
 - Create an environment for persons with disabilities;
 - Elevate interests and concerns of persons with disabilities in policy formulation, planning and management practices;
 - Initiate and develop integrated communication marketing activities to position the College as a leading comprehensive ODeL College by means of the Communication and Marketing Strategy.

- Develop and manage technology, processes and systems in line with the UNISA's Organisational Architecture.
- Participate in finalising and aligning the College Organisational Architecture (OA) with the approved ODeL model.
- Manage staff.
- Practice sound Corporate Governance.

Requirements

- Relevant Doctoral Degree at NQF 10 within a related discipline in the College.
- Minimum of 10 years relevant experience in Higher Education; and
- A minimum of 5 years relevant academic management experience, in the last 10 years, at School Director level or higher.

Knowledge

- Familiarity with the activities of the Department of Higher Education and Training (DHET)
- Strategic and operational planning
- University processes systems and procedures
- Relevant legislation, policies and procedures
- Academic and Higher Education environment
- Relevant sector trends
- ODeL

Skills and abilities

- Change Management
- ICT Literacy
- Project Management
- Negotiation and conflict resolution skills
- Management (Plan, Organise, Lead and Control)
- Presentation and Facilitation skills
- Communication (verbal and written)
- Listen to understand, interpret and decide
- Decision making
- Report writing
- Ability to provide optimal student support in an ODeL environment

Personality Characteristics / Attitudes

- Honesty and Integrity
- Self-driven and results/goal oriented (target date driven)
- Analytical and conceptual thinking
- Reliable and objective
- Technologically Astute
- Team Player
- Innovative and Creative
- Adaptable and coping
- Customer / Client orientated

Assumption of duties : As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing date : **19 March 2017**

Enquiries : (012) 429-2618 Ms CBN Mashiyane
(012) 429-6072 Ms SL Mbanjwa

The completed prescribed application form must be accompanied by 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.
- The detailed advertisement together with the prescribed application form can be found on the Unisa website (www.unisa.ac.za)
- Application can be forwarded by email to: phakabc@unisa.ac.za or mbanjsl@unisa.ac.za
- 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.