

COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES

**SCHOOL OF MANAGEMENT SCIENCES
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
CHAIR OF DEPARTMENT**

**SCHOOL OF ECONOMIC AND FINANCIAL SCIENCES
DEPARTMENT OF ECONOMICS
CHAIR OF DEPARTMENT**

SECONDMENT

SUBSTANSIVE POSITION LINKED TO THE POSITION OF PROFESSOR OR ASSOCIATE PROFESSOR

UNISA is a publicly funded Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for a position in the College of Economic and Management Sciences.

To be considered for a position, applicants must meet all the generic requirements plus the specific requirements as stated for the position. If found suitable for appointment, Unisa may offer an applicant appointment in a position at a level commensurate with qualifications and experience.

THE INCUMBENT WILL BE SECONDED TO THE POSITION OF CHAIR OF DEPARTMENT WHICH IS A TERM APPOINTMENT FOR A PERIOD OF THREE YEARS.

The Chair of Department (CoD) is accountable for the provision of strong academic leadership in line with the vision, mission, values, principles and codes of practice of UNISA, as well as its Strategic Plan. Through effective leadership, management and development of the department, the achievement and maintenance of the highest possible standards of excellence in all activities of the department must be ensured.

Applicants should include a full length CV indicating in detail to what extent their qualifications and experience meet the requirements of the post as set out below.

Requirements:

- ☐ Applicable qualification at NQF 10 in the following fields:
 - Human Resources Management or cognate field
 - Economics
- ☐ A minimum of six years' relevant experience in higher education with at least two years in an academic leadership role.

Additional Requirements:

- Leadership and/or management experience
- Demonstrated ability to engage in research and/or successful supervision of Masters or Doctoral studies
- Evidence of leadership involvement in engaged scholarship project
- Evidence of involvement in the national wider academic community and professional associations
- Ability to develop a strategic vision and mission for the department
- Knowledge of current Comprehensive Open Distance electronic Learning (CODEL) practices including tuition and learner support
- Knowledge of the DHET policies and general higher education sector
- Ability to provide innovative leadership in initiating, developing and reviewing academic programmes
- Ability to lead and manage a diverse group of academics and programmes in the department
- Provide guidance, intellectual stimulus and professional leadership to staff
- Demonstrated competencies and skills in change management and transformation in the department
- Proven experience in liaising with external stakeholders.

Knowledge and skills

- A good knowledge of the South African higher education sector
- A good knowledge of UNISA structure, procedures and policies
- Ability to work under pressure
- Knowledge and experience in CODEL teaching and learning
- Ability to maintain confidentiality
- Ability to take strategic initiatives
- Ability to use CODEL platforms and associated technological tools

- Supervisory and solution-driven mindset
- Ability to engage stakeholders
- Basic knowledge of contract management, principles and practices
- Basic knowledge of budgeting, financial principles and practices
- Basic knowledge of project management, principles and practices
- Knowledge of applicable software and systems utilized in daily operations
- Basic proficiency in applicable digital equipment
- Understanding of adult learning theory and practice, current and emerging educational technologies.

KEY PERFORMANCE AREAS:

- Provides leadership that demonstrates the values of UNISA namely, ethical and collective responsibility; integrity; innovation and excellence; responsive student-centredness; dignity in diversity and accountability
- Develops and implements strategic and operational plans for the department that is in line with those of the school, college and UNISA
- Provides leadership and oversight of tuition in the department in line with the vision and mission of UNISA
- Provides leadership and oversight of research and innovation in the department in line with the vision and mission of UNISA
- Provides leadership and oversight of engaged scholarship in the department in line with the vision and mission of UNISA
- Manages resources in the department in line with the university policies and procedures, i.e., human resources, financial resources as well as infrastructure and equipment
- Provides leadership and oversight on academic citizenship in the department in line with the vision and mission of UNISA.

KEY DUTIES AND RESPONSIBILITIES:

The Chair of Department is directly accountable to the Director of the School for the Department's performance, more specifically, for the following:

- Demonstrates honesty, transparency, and integrity in conduct
- Ensures accountability in the conduct of all staff members in the department
- Promotes equity of opportunity so that all staff members in the department could develop their full potential
- Upholds high standards in all departmental practices and activities
- Participate actively in the development and implementation of the School and College's Strategic and Operational Plans
- Leads the department by taking responsibility for the development and implementation of the Department's Strategic and Operational Plans that are in line with those of the School, College and UNISA
- Leads the department by setting, advancing and monitoring the strategic priorities of the department
- Oversees, organizes and develops the core activities of teaching, learning and student support
- Quality assures the tuition programmes and processes of the department
- Advises, monitors and ensures that knowledge transfer takes place
- Oversees and monitors the implementation of UNISA's Comprehensive Open Distance electronic Learning (CODEL) Model in the department
- Facilitates and promotes the development of intra- and inter-disciplinary academic activity
- Monitors the activities related to Masters and Doctoral studies in the department
- Participates in teaching, learning and student support activities if time allows and where a need exists
- Facilitates leading edge research, innovation and scholarship in the department
- Establishes operational systems, manages and facilitates research processes and activities in the department
- Develops, facilitates, manages and monitors quality research and innovation in the department
- Conducts research to keep abreast where time allows
- Develops, facilitates and increases research capacity in the department
- Encourages and supports the acquisition of external research funding
- Oversees, promotes and enhances curriculum related engaged scholarship
- Oversees, promotes and enhances non-curriculum related engaged scholarship
- Oversees, promotes and enhances research-related engaged scholarship
- Facilitates the integration of engaged scholarship with teaching and learning and research and innovation
- Promotes and enhances community development and capacity building where the skills and knowledge of individuals are developed in order to address specific needs of communities, resulting in capacity building
- Participates voluntarily in university structures/committees on various levels
- Makes contributions relevant to her/his discipline expertise within the broader University (not limited to the home department)
- Involved with professional, national and international bodies/boards that are related to his/her discipline expertise.

Recommendations

- Experience in academic leadership
- Evidence of fluency in the use of on-line delivery platforms
- Completed assessor training
- Knowledge of the Higher Education Qualification Sub-Framework (HEQsF)
- Exposure to and/or experience in Comprehensive Open Distance electronic Learning (CODEL)
- Any evidence of student or peer evaluation from another institution will be an advantage
- Experience in high-level liaison with external stakeholders, interested parties and professional bodies

- Extensive evidence of a high degree of involvement in departmental, school, college and University committees including task teams and voluntary associations
- Evidence of involvement in the international wider academic community and professional associations will be a strong recommendation.

ACTIVITY:

- **OPEN THE LINK BELOW FOR MORE INFORMATION ON APPOINTMENT CRITERIA FOR PROFESSOR/ASSOCIATE PROF:**

[CEMS CoD positions_P&AP_FINAL.pdf](#)

Shortlisted candidates will be expected to give a 10 minute presentation on a topic to be provided

Assumption of duty	: As soon as possible
Allowance	: Secondment allowance
Enquiries	: Ms ME Maluleka (012 429 4820) and Mr DM Mahlwele (012 429 3605)
Closing Date	: 14 July 2026