

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: REGISTRAR

DEPARTMENT: GOVERNANCE

DEPUTY REGISTRAR: GOVERNANCE (P3) X1

(Muckleneuk Campus)

(5-YEAR FIXED-TERM CONTRACT)

(Ref: DepReg/Gov/Reg/2025)

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 **Deputy Registrar: Governance P3**.

Purpose of the position

The purpose and objectives of this position is to conceptualise, design and facilitate the execution of the department's strategy and architecture in line with the Unisa 2030 Strategy and CODeL Business Model.

Requirements

- Minimum of Master's Degree in Governance or equivalent in a legal field
- Registration with relevant professional body where applicable.
- Minimum of 10 years' relevant experience in Higher Education with at least 5 years in a middle management role.

KEY PERFORMANCE AREAS (KPA's)

KPA 1: Strategic Direction and Alignment

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and CODeL Business Model
- Conceptualising, designing operational plans and KPI's in support of the portfolio's strategy and the institution's overall vision and strategy
- Leading the implementation of the departmental strategy, plans, and procedures to support the CODeL 2016 – 2030 Strategy
- Providing strategic leadership to the development of the department's annual performance review as is required by the Department of Higher Education Training (DHET).
- Developing the academic plan and model for academic services in the university
- Participating in the formulation of the University's Strategic Agenda for Community Engagement

KPA 2: Conceptualisation, Leadership and Execution

- Providing strategic and thought leadership regarding all operations of the department from an overall perspective, which include:
 - The effective implementation of the University's modern governance vision
 - The effective provisioning of Institutional Governance services

- The effective provisioning of the Student Code of Conduct and Disciplinary Matters services
- The effective provisioning of Personal I Privacy Information Management services
- The effective provisioning of Institutional Business & Student Hard Copy & Digital Content services (Records Management)
- The effective provisioning of ethics services
- Conceptualising, designing, and implementing risk management strategy for Institutional Governance
- Providing expert leadership regarding the University' s modern governance framework including oversight of corporate compliance, policies and practices and ethical standards to assure integrity of the organisation's total operations
- Leading the effective implementation and ongoing evaluation of the University risk management framework, compliance, and assurance systems to enable continuous improvement in performance and minimisation of risks
- Initiating the development of an appropriate quality management system for the Governance Department.
- Directing the development, implementation and management of all policies, processes and procedures related to governance in line with university requirements and relevant legislation
- Providing strategic advice and guidance to management on a formal and informal basis in respect of matters pertaining to governance
- Researching the national and international environment in respect of all matters pertaining to governance to determine trends and new developments.
- Keeping abreast of the external regulatory environment that governs the university e.g.
- Department of Higher Education and act accordingly
- Providing guidance, expertise, and advice to Management on trends, best practice and applicable policies and legislation
- Managing the strategic relationships and networks with internal and external stakeholders.
- Participating in relevant University Committees (professional citizenship)

KPA 3: Forecasting, Budgeting and Financial Management

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically
- Directing and overseeing the funding of departmental operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles

KPA 4: People Management

- Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process
- Directing 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
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives
- Foster an organisational culture and climate that is ethics and value driven

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against departmental strategic initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Guiding the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees, and other relevant structures
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)
- Identifying risks relating to the field of responsibility and develop mitigating strategies
- Documenting and reporting on departmental specific matters to internal and external stakeholders
- Ensuring proper record keeping of all aspects within field of responsibility

Behaviour, Technical and Managerial Competencies

- Leading and decision making
- Interacting and presenting
- Creating and conceptualising
- Enterprising and performing
- Organising and execution
- Analysing and interpreting
- Adapting and coping
- Supporting and Cooperating
- Corporate governance
- Management principles, methodologies, and tools
- Technology Savvy
- Project management approaches, tools, and phases of the project lifecycle
- Knowledge of and insight into the challenges facing higher education
- Knowledge of Unisa policies and procedures
- Knowledge of administrative systems in an ODL / ODeL environment

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing Date : 28 March 2025

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** application can be forwarded by email to: godwin@skillplace.co.za


Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- 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. 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.