

ADVERTISEMENT

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: REGISTRAR
DEPARTMENT: DEPUTY REGISTRAR: STUDENT AFFAIRS AND REGIONAL SERVICES**

**POSITION: REGIONAL DIRECTOR: WESTERN CAPE REGION (P4)
FIVE (5) YEAR FIXED TERM CONTRACT
(Ref: REGDIR/WC/bila2021)**

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 and career-focused programmes. Unisa is inviting applications for the position of Regional Director: Western Cape Region.

Purpose of the job

The purpose of this position is to direct and oversee the execution of policies, strategies, programmes and 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 administrative 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 and implementation of the of the Region's operational plans and objectives in line with portfolio strategy plans and objectives and in accordance with relevant legislation.
- Driving and directing the development and reviewing of policies, processes, practices, procedures and systems in support of the academic programme.
- Forging relations with portfolios, other regions, colleges and departments and other units to ensure alignment with other 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
- Providing guidance, expertise and advice to Management on trends, best practice 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 programme.
- 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 Region's budget in line with the portfolio and institutional budget and 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.
- Ensuring optimal stakeholder engagement (including SRC and students)

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 of the for all business processes.

Minimum Requirements

- A relevant master's degree or an equivalent Higher Education qualification.
- **10 years'** work experience in the relevant field with **at least 5 years** in a management position

Technical Competencies

- Teaching, learning and research
- Comprehensive Open Distance and electronic Learning (CODEL)
- Facilitation of learning
- Administrative management and systems
- Human Resources Management
- Operations management
- Experience in Higher Education and Training
- Strategic Management
- Technological savvy

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 Position
Closing Date	:	09 July 2021
Enquiries	:	Mr Sello Bila 012 429 3861

Application can be forwarded by email to: mavhuai@unisa.ac.za

- Kindly supply your comprehensive Curriculum Vitae and a detailed Cover Letter indicating your suitability for the position
- Further documentation will be requested from shortlisted candidates
- The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- The detailed advertisement can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)
- 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

Please note that due to high volume of applicants, communication will be limited to shortlisted candidates only and, Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.